

# SCHOOL POLICY FOR ATTENDANCE

**Responsible People:** Head Teacher, Assistant Heads,  
Attendance Officer

**Date Adopted:**

September 2021

**Review by:**

September 2022

## How the Policy developed

Policy developed to ensure:

1. The well being and safety of pupils within the school.
2. That pupils are able to take full advantage of the educational opportunities available to them.
3. That the amount of time that pupils are not in school for whatever reason is monitored.

## Key Targets for the Period to the Date of the Policy review

- To reduce percentage of all absence in total to 4% or less.

## Intentions

- Our school will actively promote and encourage 100% attendance for all pupils
- Each Monday the class with highest weekly attendance will be applauded and celebrated in assembly.
- As a school we will join in with County led Attendance weeks and promotions/competitions.
- We will monitor regular lateness and work with parents to reduce this.
- We will monitor regular or extended absence and take steps to resolve this.
- We will work with Educational Welfare Officer ( EWO ) to ensure no child is absent without school being aware of the reason.
- We will ensure that the new legislation regarding attendance is followed.

“As of 1<sup>st</sup> September 2013 there has been a change in the School Attendance Regulations. Where there used to be the option for Head Teachers to grant leave of absence for the purpose of a family holiday during the term time in ‘special circumstances’ of up to ten days in a year, this has been removed.

Head Teachers are now only allowed to authorise any leave of absence when an application has been made well in advance and it is felt to be for an exceptional circumstance; **the annual family holiday would not be deemed an exceptional circumstance.**”

- We will use the School Information Management System to analyse and monitor each pupil’s pattern of absence and work with parents to rectify excessive/unnecessary patterns.

## Aims and Objectives

To ensure pupils take full advantage of time available to attend school.

To ensure the well-being and safety of pupils.

To monitor the amount of times pupils are not in school for whatever reason.

To set targets for attendance.

## Principles of Teaching and Learning

The school will endeavour to reduce the disruption to a pupil’s education through avoidable absence and will endeavour to encourage an attitude within pupils that will not accept lateness or avoidable time off from school.

## Equal Access and Outcome

All pupils will be dealt with in exactly the same manner.

Concessions will be made for pupils with severe physical disabilities or illnesses which require additional

time for administration of medication, etc.

Please see the following policies for further details of equal opportunities – SEN; Disability Equality; Gender Equality and Racial equality.

## **Health and Safety**

**Parents or Carers should contact the school office in some way, before 10.00 am on the first day of absence**, if their child is to be absent for any reason unknown to the school. After this time absences will be reported to parents to ensure the whereabouts of pupils is known. A call will also be made to parents when a child has been seen, or it is known that they have left home for school, but have arrived late or not at all, to ensure safety of pupils.

## **Implementation**

The school will:

- ensure that all staff are aware of the registration procedures and be kept up to date on new legislation
- complete registers accurately at the beginning of each morning and during the afternoon session.
- **stress to parents/carers the importance of contacting staff early on the first day of absence.**
- ensure regular evaluation of attendance procedures by senior managers and the school governors.

The policy will be implemented from September 2021. Parents' attention will be drawn to the reviewed policy, on our website, and a copy of the policy will be available in Reception Area of the school.

The use of electronic registration is used and will continue.

## **Continuity and progression**

The policy will be updated in line with any changes in legal requirements. ( see Intentions )

## **Resourcing**

The provision of lateness notes/absence letters and cost of postage will be met from the School Budget.

## **Reporting**

An annual report will be provided for the Personnel Committee indicating levels of attendance (authorised and unauthorised).

All absences will be reported to the Educational Welfare Officer on their half termly visit to school

## **REGISTRATION AND ABSENCE PROCEDURES**

### **CLOSING OF REGISTERS**

Following a staggered arrival, starting at 8.30 a.m, the school day begins at 8.50 am and again at 1.15 pm. After that time any pupil who arrives will be recorded as being late. They must come to the main gate and be let in at the Main Office before reporting to class. **Where possible all medical/dental appointments should be made outside of the school day. However, if this is impossible, and a child is late due to a medical/dental appointment, a letter and a copy of the appointment card/letter must be sent to school confirming this.** The lateness will then be classed as a 'medical' absence and therefore 'authorised'. **If no appointment card/letter is received the lateness will be classed as an 'unauthorised' absence.**

## REPORTING ABSENCES

**It is a parent's responsibility to inform school of the reasons for a child's absence, before 10.00 am, on the first day and to provide such further information as required.** The process for notification is included as part of the school prospectus and indicates a phone call or contact on the first day of absence, followed by a letter of confirmation on the child's return to school. We will send a letter requesting information if an explanation has not been received.

**We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming. The EWO will then decide if a fine should be issued.**

**NB: Please refer to all COVID guidance if your child has symptoms**

## HOLIDAYS

As of **1<sup>st</sup> September 2013** there has been a change in the School Attendance Regulations. Where there used to be the option for Head Teachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' of up to ten days in a year, **this has been removed.**

Head Teachers are now only allowed to authorise any leave of absence when an application has been made well in advance and it is felt to be for an exceptional circumstance; **the annual family holiday would not be deemed an exceptional circumstance.**

**In cases where holiday is taken in school time, regardless, the absence must be marked as unauthorised and the EWO will be informed.**

**Re-booked holidays due to COVID will no longer be an accepted reason at this time. This will be reviewed alongside Government guidance.**

## ACTION ON REPEATED ABSENCE

Where a child is persistently late or absent, and the Head Teacher has been informed, the following steps will be taken:

- A letter will be sent to the home informing the parents and asking for clarification
- If lateness persists then the parents will be contacted by the Educational Welfare Officer

**Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.**

**School and EWOs must now adhere to the 'Code of Conduct under the Provision of The Education (Penalty Notices) Regulation 2004 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'. Under this subsection (1) it will now be possible that in certain cases of unauthorised absence a Fixed Penalty Notice may be issued to parents/ carers responsible. Under these provisions the penalty is £50 if paid within 28 days of receipt of the Notice, rising to £100 if paid after 28 days but within 42 days of receipt.**