



Church Broughton C of E (C) Primary School **ATTENDANCE POLICY**

Introduction

We aim for pupils at Church Broughton Primary School to achieve their full potential both academically and personally. Everyone at Church Broughton C of E Primary School is committed to improving outcomes for all children. Attendance at school and being on time everyday has a huge impact on a child's learning and helps to ensure personal success.

In order for this to happen they need to be in school on time for the maximum number of days per year, i.e. 190 days.

We aim to work with parents/carers to ensure that children's attendance is as near to 100% as possible.

The Role of Parents and Carers

Parents have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend the school they are registered at on a regular, full-time basis.

Allowing children of compulsory school age to be absent from school without good reason is an offence. Persistent absence may result in the matter being reported to the Educational Welfare Officer.

Any problems over attendance should be discussed with the school at an early stage. It is every parent's/carer's responsibility to ensure that their child attends school, arrives on time, is properly equipped, suitably dressed and has a positive attitude to learn.

It is also the parent's responsibility to inform the school if their child is going to be absent and to provide an explanation for the absence.

The Role of the School

The school has a responsibility to monitor every pupil's attendance and to report any half-day absences as either Authorised or Unauthorised.

Whilst staff and governors will do everything they can to support families struggling with attendance and lateness it must also be understood that as part of the monitoring procedures parents will receive a letter informing them of their child's attendance rate if it falls below the target of 95% during any half term. The letter will give parents an opportunity to meet with the Headteacher to discuss any problems they may be experiencing and share ideas in which

we can work together to achieve an acceptable level of attendance. If this fails to improve during the subsequent half term, an attendance panel meeting will be arranged to agree measurable targets and strategies to ensure attendance improves.

Support is available through:

- Joining Breakfast Club (Available daily from 7.30am)
- Referral to School Health where on-going illness is a recurring issue
- Involving external agencies where appropriate

Holidays

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made. Parents may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

The Governors have agreed the following '**exceptional circumstances**' which may be authorised by the Headteacher:

Types of holidays that **MAY** be granted due to **exceptional circumstances**:

- One or both parents in the armed forces and leave granted prior to deployment
- Terminally ill close relative i.e. parent, sibling, grandparent. Family wish to have a final holiday together
- Family/carer funeral (1 day maximum)
- Weddings (immediate family only, 1 day maximum)
- Religious festivals

Leave of absence will **NOT** be granted for reasons that are **NOT** considered to be special or exceptional. These include:

- Availability of cheaper holidays and cheaper travel arrangements
- Days overlapping with beginning or end of term
- Family weddings longer than one day
- Visiting relatives living in different parts of the country or overseas

Parents needing leave of absence for **exceptional circumstances** should complete a form available from the school office at least two weeks before the anticipated start date. The reason for the request should be given in detail and be accompanied where appropriate by a letter from the employer stating that holidays are only allowed during this period. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Permission for a request of leave of absence will only be considered where the child:

- Has attendance of 95% or above at that time.
- Has an acceptable exceptional reason for this request.
- Does not have any statutory tests at that time.

Parents who take their children on holiday without permission will incur an unauthorised absence for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service.

The local authority will issue a fixed penalty notice from January 2014. The penalty is £60 if paid within 28 days of receipt rising to £120 if paid after 28 days but within 42 days. The payment must be paid directly to the local authority. The parents can only be prosecuted if 42 days have expired and full payment has not been made. Penalty notices can be issued to each parent liable for the attendance offence or offences.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 42 day period the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

Authorised Absences

- Medical/dental appointments
- Approved PE/sporting activity
- Days of religious observance
- Absence for theatrical/other performances
- Sickness
- Educational visit
- Educated off site
- Transition visits to new schools
- Music exams
- Special family circumstances i.e. bereavement or sickness

Proof of medical/dental appointments will be required. This can be in the form of an appointment card or text message. We will record the reason for any child arriving late or leaving early. These records will be regularly monitored.

Unauthorised Absences

Unauthorised absences are those which the school does not consider 'reasonable' and for which no 'leave of absence' has been granted. This includes:

- Parents/carers keeping children off school unnecessarily i.e. to go shopping, birthday, day trips, tiredness after a late night
- Truancy before or during the school day
- Absences which are not properly explained
- Holidays during term-time for which no leave of absence has been granted

The school is responsible for referring problems over attendance/punctuality to the School's Education Welfare Officer in cases where difficulties cannot be resolved.

Regular Late Arrival

Parents of pupils who arrive late (After 09:10) twice in one week without good reason will in the first instance be spoken to by the class teacher. Subsequent occurrences will result in contact with the headteacher to try to resolve the problem.

**During 2020-21, staggered starts are in operation, therefore children are deemed late dependent on their class: class 1 – after 09:00; class 2 – after 09:15; class 3 – after 09:30*

Procedures

The school will apply the following procedures to manage attendance and punctuality.

- Registration will take place at the start of each morning and afternoon session. Morning registration commences at 8.55am and closes at 9.10am. Afternoon registration commences at 1.00pm and closes at 1.10pm.
- Registers will be checked at the end of each session to identify absentees. Attendance records will be stored on the school's Information Data Base.
- Parents/carers should inform the school on the first day of absence either by letter, telephone or email.
- Office staff will inform the class teacher of any known absence.
- Where no explanation is available from home on the first day of an absence, the school will attempt to contact parent/carers on the contact numbers supplied by them. This will be done as soon after the start of the school day as is possible and recorded in the attendance log.

- Parents should contact the school again to detail the reason for continued absence. If this does not occur, contact will be made with home by the office staff.
- Pupils' attendance figures, including Unauthorised Absence, will be recorded on their annual report.
- The school will send details on attendance, both authorised and unauthorised to the Department for Education and Skills as required by current regulations.
- If a pupil arrives at school after the registration period, they will be regarded as '**late**' and this will be registered by Office staff.
- The head teacher reviews the attendance termly and monitors any child whose attendance is less than 95%. Parents will be informed by letter if this occurs.
- Where attendance falls below 90%, a meeting will be arranged where the headteacher will decide whether it is in the best interest of the child/family to issue a penalty notice (currently £120 per parent). This will be referred for agreement by the Educational Welfare Service.
- Office staff will keep a record of children arriving late and children leaving early. Reasons will be recorded.
- Office staff will keep a record of where absences are unexplained and telephone contact has been made.

Children Missing in Education

All schools have a duty under section 10 of the Children's Act 2004 to work in partnership with the local authority with a view to improving the wellbeing of children in the authority's area. Section 175 of the Education Act puts a duty on all schools to exercise their functions with a view to safeguarding and promoting the welfare of children. This includes identifying children who are not receiving education.

It is expected that schools and academies will have carried out all reasonable enquiries within their capacity to ascertain the whereabouts of the young person and engaging them in education prior to informing the local authority that the child is missing education. Where it has been brought to the attention of the local authority that a child is missing education and the school has failed to report a child as CME, the local authority will write to the school requesting details of the child's attendance.

This policy will be reviewed by the governing body annually or when new legislation is introduced.

This policy has been reviewed on 05.10.20 and has been impact assessed in the light of all other school policies and the Equality Act 2010

Governor Signature:

Date of Next Review:
September 2021