

School Attendance Policy

Introduction

At (school name) we recognise the importance of good attendance and expect all children on roll to attend every day as long as they are well enough to do so. For our children to gain the greatest benefit from education it is essential that they attend school regularly and punctually. They should only be absent from school when it is absolutely necessary. Children are only expected to attend school for 190 days each academic year.

We believe that children will attend school regularly if it is a happy and secure place and we work hard to create an environment where every child is valued.

School absence will disrupt a child's learning and may affect their academic progress. It may also disrupt their friendships and impact on their social and emotional development. Children may be at risk of harm if they do not attend school regularly.

School attendance is given a high profile throughout the school because we know how important it is. It is discussed at school assemblies, parents' evenings, staff meetings and governors' meetings. It is also included in school reports and newsletters. We also provide visual displays highlighting the importance of good attendance and punctuality in prominent positions within the school.

Once enrolled at a school parents have a legal responsibility as outlined in The Education Act 1996 to ensure that their child attends regularly and on time.

Commented [LR1]: Need to state what regular n means

Expectations

Pupils

They will attend school regularly

They will arrive on time, appropriately dressed and prepared for the day

They will discuss with their parents or class teacher any issues which are affecting their attendance.

Parents

They will encourage their child to attend school

They will contact the school office when their child is unable to attend and also send in a note to the teacher on their child's return

They will ensure their child is appropriately dressed taking account of the school's uniform policy and is well prepared for the day

School

Will provide a safe learning environment

Will provide a sympathetic response to any child's or parent's concerns

Will keep regular and accurate records of attendance and punctuality

Will contact parents when a child fails to attend and where no message has been received to explain the absence. Any unexplained absences will be followed up.

Will encourage good attendance and punctuality through a system of rewards

Will refer irregular or unjustified patterns of attendance to the Education Social Welfare Service

Registration Procedures

The school register is a legal document and therefore the marking of the register is important and needs to be accurate.

The school day begins at X.XX am and registers will be taken at this time. Any child not in the classroom at this time will be marked as absent. Any child arriving after this time will need to be signed in at the school office and will be marked as late using an L in the register. The registers will close at X.XX am and any child arriving after this time will be marked as an unauthorised absence using a U in the register.

If a child is absent

When a child is absent unexpectedly, the class teacher will record their absence on the register

It is important that parents and carers inform the school of absence as soon as possible

If school has not been informed of the reason for absence by the time the register closes the school office will contact the parent to find out why. This may include automated calls which will continue to contact the parent until a reason is given. This may also mean that more than one of the contact numbers school hold for the child will be contacted. Good practice would be for schools to have at least 3 contact numbers for each child.

Parents are also asked to send a note in to explain the absence when the child returns to school.

If your child is sick and the sickness continues for more than a few days we would expect you to consult your doctor.

If your child's attendance falls below 90%, which is the rate at below which the Department for Education class a child as being persistently absent from school, you may be invited in to a School Attendance Panel meeting or your child's attendance may be referred to the Education Social Welfare Service.

Failure by a parent to attend School Attendance Panel Meetings or cooperate with the Education Social Welfare Service can lead to a Fixed Penalty Notice being issued or a parent being prosecuted in the magistrates' courts.

If a child is absent from school for a continuous period of four weeks and no contact is made with school then the child may be referred to the Education Social Welfare Service as a Child Missing Education.

Lateness

Punctuality is crucial. Lateness in to school causes disruption to the child's learning and also to that of other pupils in the class.

Children need to be in school on time at X.XXam each day when the registration period begins. It's important that all children make a good start to the day and are ready to learn. If a child arrives after X:XXam but before X:XXam [when registers close] they will be given a late mark [L]. Children who arrive late are often embarrassed and may not be in the best frame of mind to begin learning. They may miss out on something important. If children arrive after X:XXam [when registers close] they will be marked with a U which equates to an unauthorised absence.

Holidays in term time

Parents are discouraged from withdrawing their children from school in term time for family holidays because this may impact on their progress. Head Teachers may only authorise holidays in term time in exceptional circumstances. Parents who believe their circumstances are exceptional are asked to **complete** an Application for Leave of Absence form. This form should be returned to the school well in advance of the proposed leave and before committing to any expense. Parents who withdraw their child for unauthorised holidays in term time may be issued with a **Fixed** Penalty **Notice**.

Commented [LR2]: This should say Leave of Absence in term time

Commented [LR3]: Parents should be asked to make an appointment with the Headteacher or School Attendance leader to discuss the application.

Commented [LR4]: Education Penalty Notice

Commented [LR5]: Parents who remove their child from school purporting to be ill or otherwise unavoidably absent and subsequently found to have taken a holiday will receive an Education Penalty Notice

Monitoring Attendance

The attendance of all pupils will be monitored by XXX.

Letters reminding parents about the importance of good attendance will be sent termly together with the child's own attendance percentage.

If a child's attendance becomes a cause for concern school will write to the parent.

If the attendance falls below 90% a letter **will** be sent to the parent and they may be invited to attend a meeting with XXX. During this meeting an Action Plan will be agreed to try and improve your child's attendance.

Commented [LR6]: Suggest you change this to will be invited into school.

Reward Systems

Our school has a system of rewards for children whose attendance is good or excellent or has improved significantly.

These include individual certificates and prizes

Class rewards and trophies

SCHOOLS CAN ADD IN THEIR OWN HERE

Appendices

Sample letters?

Leave of Absence Request Form?

FPN protocol?

Last 3 year's data with a comparison to the most recent National Data?

Children Missing Education Procedures