

Church Langton CE Primary School



Attendance Policy

Approved by Governors 30.9.19.....

Signed on behalf of the Governing Body

A handwritten signature in black ink, appearing to read 'J. Day', is written over a light grey rectangular box.

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Chair of Governors

Rational

Church Langton CE Primary School promotes the view that regular, punctual attendance is important to ensure the best possible learning outcomes for all of our pupils and we take seriously our responsibility to monitor and promote this. We feel the whole school community has a responsibility for punctuality and attendance and we work closely with parents and carers to promote regular, punctual attendance.

Legislation:

- The Education Act 1996,
- The Education (pupil Registration)(England)Regulations 2006 as amended 2013
- The Education(Penalty Notices) (England) Regulations 2007 amended

Our Aims

Regular, punctual attendance is important to ensuring children reach their full potential, promotes high achievement and gives opportunities for making informed choices. Our supportive and caring environment promotes a positive atmosphere in which children feel safe and valued and want to come to school.

Levels of Attendance

Each child's attendance can be summarised as: 99%+	Excellent -attendance this level will mean that your child is able to make the most of their education.
96%-98%	Good -attendance this level will mean your child is accessing most of their education.
93-95%	Average -this level of attendance will now be impacting your child's learning. You should now be working with us to improve this attendance.
90-92%	Poor -The cumulative effect of this level of absence will now impact on your child's overall levels at SATs and up to GCSE.
Below 90%	Unacceptable –Your child is now falling into "Persistent Absence". This is of serious concern. It will be affecting attainment and progress and may lead to your prosecution for failing to ensure your child's regular attendance. We will be unable to authorise any absence and you may have to provide medical evidence for absence due to illness.

Unauthorised absence

An absence is classified as unauthorised when a child is away without the permission of the headteacher.

Unauthorised absences are those:

- for which no explanation for the absence has been given
- where the absence has never been properly explained
- where absence has not been agreed prior to the absence
- which we do not consider reasonable

Examples of Unauthorised Absence

- Frequent absences attributed to minor ailments but not supported by medical evidence
- Shopping
- Birthdays
- Day trips
- Looking after siblings or sick parents
- Unexplained absence
- Absence during or in the run up to statutory assessment times (SATs)
- Friends or relatives visiting
- Holiday being taken to fit in with the holiday pattern of a sibling attending another school
- Cheap holiday
- Overlap with beginning and end of term (Headteachers cannot authorise leave of absence at the very beginning or end of term).

Church Langton CE (Aided) Primary School does acknowledge that many children will have some unavoidable absence because of illness. It is important that children are not sent to school when they are unwell, as they will not be receptive to learning and it is unfair on other families to spread germs unnecessarily. It is especially important in the event of a stomach upset that the child has at least 48 hours clear at home after the last episode of vomiting or diarrhoea.

Penalty notices

Can be issued by the Local Authority for absence in the following circumstances:

- Truancy
- Parentally-controlled absence
- Term time absence which has not been authorised by the Headteacher in advance
- Persistent lateness

A pupil has to be absent in one of these circumstances for at least 10 sessions (5 school days) in an academic year before the issuing of a Penalty Notice. Where a Penalty Notice is issued, each parent is required to pay a fine to the Local Authority.

Absence Other Than Illness During Term Time

In exceptional circumstances (once in a life time event) the headteacher may grant leave of absence during the school term. This is not a parent's right and will not usually include time out for a family holiday.

Each request for absence will be considered individually, taking in to account the pupil's age, the timing of the proposed absence, the overall attendance pattern of the child and their stage of education and progress. Each request must be submitted on the appropriate form (appendix A). If the absence is not authorised it is likely to be subject to the procedures of unauthorised absence.

One-off exceptional circumstances which may include:

- Service personnel and other employees who are prevented from taking holiday outside term-time and where the holiday will have minimal disruption to the pupil's education (must be accompanied by a letter from the employer explaining why holiday cannot be taken on term time).
- When a family needs to spend time together to support each other during or after a crisis (bereavement, serious illness etc).

Separated Families

Where parents are separated, leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made.

Leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent.

Absence for Regular Activities Related to Sports and the Arts

Parents requesting absence for children who have a talent to take part in coaching or competitions are asked to supply documentation from the professional covering the following three points:

- When the lessons are (and why they are unable to be taken out of school hours)
- Any events the pupil is likely to participate in which will require absence from school
- Their long-term prospects and their expected impact on schooling

Missed Work

If a child is absent for a prolonged period for medical reasons, class teachers may send work home to minimise the negative impact on the child's education.

Teachers are not expected to set work for absent pupils where the absence is unauthorised or due to a holiday being taken in school time. If parents decide to remove their child from school they must understand that there will be a negative impact on the child's education.

Our Procedures

- The gates are opened at 8.40 and pupils proceed start into class. Registration is at 8.55am. Pupils are expected to be settled in class for registration at 8.55 am. Pupils arriving between 8.55 and 9.25am will receive a late mark. Any pupil arriving after 9.25am will have been marked as absent and an absence code will be recorded in the register according to the reason given.
- The afternoon register is taken at 1.15pm. Pupils are expected to be settled in class for registration at 1.15pm.
- Parents should telephone the school before 9.25am on the first morning of a child's absence and every day after that.
- If no explanation is received, office staff will phone the parents.
- Pupils who arrive late (after 8.55 am or 1.10pm) must report to the office to be signed in.
- Pupils who are leaving early before the end of the day must report to the office to be signed out.
- The headteacher monitors attendance and lateness. Where there is a pattern beginning to emerge, the parents are contacted by letter (appendix B).
- If there is no improvement, the headteacher will phone the parents and arrange a meeting to discuss the situation or contact the parents by letter (appendix B).
- If unresolved, the headteacher will contact the Local Authority Officer.

Appendix A



Application for Authorised Absence, Other Than Through Illness

This form is to be completed by the Parent/Carer and forwarded to the Headteacher **at least 10 school days** before the period of absence.

Parents no longer have the right to remove children from school for reasons other than illness. In accordance with legislation, absences can only be authorised in exceptional circumstances. Please refer to our attendance policy for further details.

Name of child/ children

Dates of absence

Exceptional circumstances requiring absence during term time.

I understand that taking my child out of school will result in work being missed and will affect the learning and achievement of my child.

Signed Date

(with parental responsibility)

Notes:

1. Separated Families

Where parents are separated, leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made.

Leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent.

2. Work Commitments

Requests must be accompanied by a letter from the employer explaining why holiday cannot be taken on term time.

Application for Authorised Absence, Other Than Through Illness

This form is to be returned to the parent in advance of the dates of absence requested.

For office use

Child's Current Attendance.....%

Permission received from both parents in the case of separated families

Letter received from employer if request is for work reasons

Absence authorised by school

Absence unauthorised by school

(Reasons.....
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.....)

Signed.....

Mr Stephen Roddy

Headteacher