



Corporation Road **Attendance Policy**

Review date: September 2017



Corporation Road Community Primary School **ATTENDANCE POLICY 2015-16**



Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

- There is a clear link between attendance, punctuality and achievement.
- We encourage all parents to give a high priority to regular school attendance and work with parents, together with a number of outside agencies, to ensure positive attitudes towards attendance and education.
- Excellent attendance is important if children are to be encouraged to be valuable members of society.
- Attendance related help, support and advice is always available from school staff.

Head Teachers **may not** grant any leave of absence during term time unless there are **exceptional circumstances**.

We do all we can to encourage the children to attend and put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 2006, the Governing Body are responsible for making sure the school keeps an attendance register that records which children are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. For example, if a child is unwell, the parent telephones the school or writes a note to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by the parents will be classified as authorised. For example, a parent takes a child out of school to go shopping; this will not mean it is an authorised absence.

Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without good reason (i.e. without permission from the school) even if the parent is supporting the absence.

Concerns about Absence and Lateness

Senior Leaders in the school (Mrs. Pringleton and Mrs. Hodgson) meet regularly to monitor attendance and punctuality. A printout of attendance below 96% is scrutinised and acted upon on a weekly basis (including children in Early Years).

Procedures for dealing with Absence and Lateness

- On the first day of absence parents must inform the school of the reason for their child's absence. (The Office is open daily from 8:30am to receive telephone calls).
- This reason is recorded on SIMS.
- If no message is received, the Parent Support Adviser (PSA) will telephone the parents/carers of all unexplained absentees from 9.15am onwards and record explanations on SIMS. The admin team will send a text message to the parent/carer if contact cannot be made by telephone. A house call may be made to seek the reason for a child's absence.
- If no response is forthcoming this should be recorded on SIMS.
- The late book will be used to record the names of all children who are late and who must report to the school office.
- Trends in absences are scrutinised by key personnel in school.

Requests for Leave of Absence

Parents must complete a 'request for leave of absence in term time' form.

We do understand that there are **really exceptional** circumstances under which a parent may legitimately request leave of absence. At our school, exceptional circumstances are truly exceptional and would only be a specific one-off event.

Head Teachers **may not** grant any leave of absence during term time unless there are **exceptional circumstances**.

We recognise that the employment of parents/carers can impact on choices regarding holidays; if holidays are dictated by the employer (e.g. for armed forces or emergency services personnel), rather than just availability of holidays as part of an employer's rota, this will be considered. Written proof from the employer will be required; this could include the Holiday Allocation Policy and dates allocated for the year in question.

If there are exceptional circumstances 'Head Teachers should determine the number of school days a child can be away from school if the leave is granted.'

We use the following guidelines to decide whether such requests for absence will be granted:

- Permission will **not** be given to children in Year 2 or Year 6 preparing for SATs.
- Permission will **not** be given to children if they will be absent for SATs or other standardised tests, including the Y1 Phonic Screening Check. School will provide information well in advance as dates become available.
- Permission will **not** be given in September.
- Permission will **not** be given for children who have poor attendance and/or punctuality records. (Usually attendance less than 96% in the current **and** previous year would be considered unsatisfactory in this respect).

Long term/Holiday absence taken without approval will be recorded as unauthorised and a referral will be made to the Local Authority who will then decide, in conjunction with the Head Teacher, on appropriate action to take. This will be either a formal warning or the issue of a Penalty Notice.

A Penalty Notice is a fine of £60 issued to each parent if paid between 1-21 days after issue, increasing to £120 if paid between 21-28 days. If payment is not received within 28 days you may be prosecuted for the offence of non-school attendance under Section 444 (1A) Education Act 1996 and could be fined up to £2500.

Note: the school does not issue or administer Penalty Notices and once issued has no powers over their enforcement.

Repeated Absences and Lateness

The school regularly monitors the attendance and punctuality of all children. A range of professionals (Mrs. Pringleton, Mrs. Hodgson, Mr Dean-LA), monitor attendance figures and discuss specific cases where attendance patterns are a cause for concern. A letter, telephone call or home visit may occur so that parents understand the seriousness of the situation.

The governors, supported by the Local Authority (LA), reserve the right to consider taking legal action against any parents or carers who take their child out of school when the absence has not been authorised and/or fail to provide proof of regular absences and /or repeatedly fail to accept the responsibility for sending their children to school on a regular basis.

To prevent lateness and absence school opens its gates at 8.30am; this is 15 minutes earlier than the start of the school day. Children can access breakfast club at 8:00am.

8:45 FIRST BELL –Children and staff are on the playground

8:50 SECOND BELL & WHISTLE BLOWN – Children line up and begin coming into school

8:55 THIRD BELL – ALL DOORS ARE SHUT and children are in school

Children arriving at school after this time will be late and parents will need to complete the late book.

Monitoring and Review

It is the responsibility of the Governors to monitor overall attendance. The Head Teacher reports to the Governing Body on attendance issues in the termly Head Teacher's Report. The Governing Body has the responsibility for this policy and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them and seek to ensure that attendance figures are as high as they should be.

Class teachers, the Admin Team, the PSA and the Senior Leadership Team collectively monitor attendance. If the class teacher is concerned about a child's absence, they contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head Teacher.

This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.

Attendance Rewards

- Weekly raffle for children who attend every day, on time, in their full uniform (including PE kit)
- Termly rewards for children who have attendance of 100%
- There is a special reward for any child who has 100% attendance for the whole year.
- Weekly attendance certificate for the class with the highest percentage of attendance.
- Attendance is shared and recorded on an attendance display in the school assembly hall.

At the commencement of each new academic year, parents/carers of children will be deemed to have read and understood this Policy. The School remains available to clarify any particular aspects of the Policy where any uncertainty exists and ignorance of the policy provisions will not be accepted as reasoned grounds upon which to deem an unauthorised period of absence 'exceptional circumstances'.