



Attendance Policy

Last Reviewed by Governing Body : July 2018

Date of next review : July 2019

Mission Statement: A Family of Creative Thinkers Aspiring to Excellence

Our Vision:

To develop outstanding citizens of the future who are innovative, resilient and committed to making a difference.

By:

- Teaching the importance of being compassionate and respectful to others and role modelling the Christian Values.
- Providing a creative curriculum that inspires a passion for learning and promotes excellence.
- Collaborating with others to support everyone to achieve their very best.
- Providing a nurturing and safe environment where children can be healthy and happy both physically and emotionally.
- Facilitating investigative learning opportunities through the development of the effective characteristics of learning.
- Promoting philosophical enquiry to stretch and develop analytical thinking and questioning.
- Embracing the uniqueness of every individual, building upon their strengths and interests.

Rationale and Aims

At St. Anne`s CE Lydgate Primary School we:

- have a strong commitment to establishing a positive, supportive and safe environment where children feel valued;
- believe that excellent attendance, along with punctuality, is fundamental to ensuring children achieve their full potential;
- are committed to safeguarding the interests of every child, promoting their welfare and opportunities; and
- believe every child should attend school on time each day unless there is a valid reason e.g. illness.

Why good attendance is important

When children are absent their learning patterns change and learning is affected. Research indicates that some children never catch up after prolonged absence and that they experience greater problems, during the secondary phase of their education.

Excellent levels of attendance are expected

We expect every child to have attendance of 95% or above and recognise excellent attendance with termly 100% certificates.

Roles and responsibilities

The Head Teacher takes responsibility for the day-to-day implementation and management of the attendance policy and procedures.

The Head Teacher in conjunction with other senior school leaders takes overall responsibility for implementing the attendance policy and procedures and for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

School Governors have responsibility for handling complaints regarding the attendance policy as outlined in the school's complaints policy.

All school staff promote good attendance and punctuality through on-going dialogue with parents and their involvement in the attendance procedures.

Staff, including teachers, support staff and volunteers follow the attendance policy and encourage children to do the same. They take responsibility for ensuring the policy is implemented fairly and consistently.

It is expected that parents/carers:

- take responsibility for the attendance of their child/ren during term-time;
- promote good attendance behaviours by ensuring that their child/ren attend school every day; and
- encourage their child/ren to take responsibility for their own attendance at school and any agreed activities throughout the school year.

Definitions

'absence'

- Arrival at school after the register has closed.
- Not attending school for any reason.

'authorised absence'

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments, which unavoidably fall, during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

'unauthorised absence'

- Parents/carers keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences, which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays during term time which have not been agreed.
- Leaving school without reason during the day.

'persistent absenteeism' (PA)

Missing 15 per cent (15%) or more of schooling across the year for whatever reason.

Pupil expectations

Pupils will be expected to attend school every day. Parents/carers support this by signing the home/school agreement.

Absence procedure

Parents/carers contact the school as soon as possible on the first day of absence.

From 10.00am phone calls are made to any parents / carers of children where no contact/reason for absence has been received. This happens each day until the specific reason for the absence is known.

Parents/carers may call into school to report an absence and if possible, arrangements can be made for them to speak to relevant members of staff.

In the case of persistent absence, arrangements will be made for parents to speak to the Head Teacher.

If pupil absence drops below 85%, the local authority attendance officer is informed and a letter is sent home from school together with an up-to-date print out of the child's absence.

Contact information

Parents/carers are required to provide accurate and up to date contact details and must update the school if the details change.

Attendance Officer

If children are persistently absent, families are referred to the local authority attendance officer who then attempts to agree a resolution.

If the situation cannot be resolved and attendance does not improve, the local authority attendance officer has the power to issue sanctions such as prosecutions or penalty notices.

Registers are taken twice a day- once at the start of the morning and again at the start of the afternoon session.

School doors open at **8.45am** in Reception. The rest of the children will be able to enter their classroom from **8.50am**. All children are expected to be on the school premises by **8.55am**.

Term time leave

At St. Anne`s CE Lydgate Primary School, our aim is to prepare children for their future lives and careers. With this in mind, we require parents/carers to observe the school holiday pattern.

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, Head Teachers no longer have the discretion to authorise holidays during term time. Leave during term time will only be authorised in exceptional circumstances, for example, bereavement or serious illness. Any requests for leave during term time will be considered on an individual basis.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods.
- When a pupil's attendance record shows any unauthorised absence.
- Where a pupil's authorised absence record is already above 10 per cent (10%) for any reason.

If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice.

Any applications for leave of absence must be made in advance in writing to the Head Teacher and any request can only be authorised where there are 'exceptional circumstance'.

All authorised absence taken in term time can only be authorised by the Head Teacher.

Parents/carers may lose their child's place on the school roll if the child does not return within five days of the agreed date of return.

Fixed Penalty Notices

Unauthorised absence of 10 sessions or more within each school year, (whether continuous or sporadic) may result in the issuing of a fixed penalty notice, in the first instance of £60 per parent per child.

Non-payment of the fine or persistent absenteeism may result in an increase of fine and/or county court action. Further unauthorised absence could also lead directly to court action.

There are 2 session marks per day and the 10 session threshold could be made up of any combination of unauthorised marks.

Unauthorised absences include:

- Unauthorised holidays.
- No reason provided for absence.
- Unsatisfactory reason for absence
- Unauthorised late marks

Monitoring

St. Anne`s CE Lydgate Primary School monitors attendance and punctuality throughout the year.

- The school has established targets for attendance.
- Details of absence levels can be requested from the school office.

Religious Observances

- Up to 2 days per year are allowed for religious observance.
- Decisions for any school closures will be taken at a governor level.

Appointments

- As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- Where this is not possible, an appointment card should be shown to school.
- If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.
- Pupils must attend school before and after the appointment wherever possible

Persistent Absence

- An individual child whose attendance is under 90% (regardless of whether or not the absences have been authorised) will be closely monitored by the Head Teacher and senior school

leaders, a letter from the Head Teacher will be issued regarding any concerns about their attendance.

- Persistent Absence is recorded half termly and sent to the Local Authority for monitoring purposes.
- The school will inform the Local Authority of any child who has been absent from school without the school's permission for a continuous period of 10 days or more.

Approved Educational Activity

Children who are educated off-site or who are engaged in supervised educational activities away from school premises, such as school residential trips, day visits to secondary schools or curriculum enrichment activities at local secondary schools are marked as present.

Equal Opportunities

Provision is made for all children regardless of ability, disability, additional needs, medical conditions, gender, faith or ethnicity and reasonable adjustments are made in a range of ways. All children have a right to be treated equally and the school will take measures against those who do not abide by this ethos.

Monitoring and Evaluation

This attendance policy will be evaluated on an annual basis. Attendance will be monitored by the Head Teacher half termly and the results of this process including achievements for the current year and targets for the coming academic year will be presented to the Governing Body.