



# Attendance Policy

**Date of initial approval:** 1<sup>st</sup> October 2010

**Amended:** Second issue

**Review date:** December 2015

## Revision History

<u>Version</u>	<u>Reason for issue</u>	<u>Approval date</u>
1.0	Revised publication for approval by Governing Body	12 <sup>th</sup> October 2010
2.0	Fixed Penalty Notices Procedures added	9 <sup>th</sup> December 2014



# Bramley Sunnyside Infant School



## WICKERSLEY LEARNING COMMUNITY

### PRIMARY SCHOOLS' ATTENDANCE POLICY

#### Bramley Sunnyside Infant School

*There is a clear link between good attendance and educational achievement. As a Learning Community, and a school, we are committed to maximising the achievements of all pupils.*

#### ***Aims and Principles of Good Attendance***

Through this policy Bramley Sunnyside Infant School, and the schools in the learning community, aim to:

- Ensure consistency of approach in matters relating to attendance
- Ensure that all stakeholders have an understanding of their responsibilities with relation to attendance.
- Provide opportunities for school and parents to work in partnership to support their child's attendance.
- Give all children equal opportunities to attend school regularly and punctually to help them meet high standards of achievement and progress and benefit fully from the personal and social opportunities offered to them
- Help children develop good work habits for the future
- Involve parents in promoting the importance of learning through good attendance and punctuality

#### **Governing Body Responsibilities**

- To receive information from the head teacher and/ or EWO on attendance
- Being involved in setting school targets on attendance
- To contribute to plans in response to where attendance is a cause for concern
- Supporting the school in its efforts to raise attendance

#### **Senior Leaders' Responsibilities:**

- To ensure that this policy and its procedures are implemented.
- To ensure that all stakeholders are aware of their responsibilities with regards to attendance.
- To communicate with parents on matters relating to attendance.
- To work with parents and external agencies to ensure matters regarding attendance and punctuality are addressed and levels of attendance are raised.
- To review the attendance policy and figures in line with the school priorities.
- To report attendance to Governors on a regular basis.
- Designated teacher for Looked After Children to monitor their attendance and to inform the Education Welfare Service of any child that has been absent for a total of more than 10 days in any one academic year.
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- Designated teacher for Safeguarding to monitor attendance of those pupils on the child protection register
- Support parents in understanding their role in promoting good attendance by including attendance and punctuality as part of the home school agreement.



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## Office staff responsibilities:

- Office staff will record all attendance related messages from parents and notify the class teacher
- Complete statistical returns for LA / DFE
- To monitor attendance figures and report these to the head teacher on a regular basis.
- Recording any pupil arriving late, and when late on a regular basis liaising with parents/ carers or involving the EWO when necessary
- Communicating with the Head teacher any concerns re a pupils absence or repeated lateness
- Recording pupil's absence/ lateness on the computerised system on a daily basis
- To record the reason for absence in the class register.
- Instigate first day reporting procedures when a pupil is absent

## Class Teacher Responsibilities:

- To ensure that the register is taken at 9am in the morning (8.45am in F1) and at 1.15pm in the afternoon (12.15pm in F1 & 12.45 in F2) to ensure that it is completed accurately, noting numbers of children present and absent.
- Ensure registers are sent to the office by 9.10am and 1.25pm (12.25pm FS1 & 12.55 FS2)
- Concerns regarding children's attendance or punctuality are, in the first instance, discussed with parents/carers.
- To follow up any concerns regarding attendance/punctuality with the office staff.
- If a child's attendance/punctuality is a safeguarding concern that the Named Safeguarding Person is informed.
- Recognise and praise good attendance and punctuality.
- Provide detailed information to parents as part of the pupil's annual report
- To be in their classroom before the children arrive for the morning and afternoon sessions

## Registration Procedures:

Registration begins at 9am in the morning (8.45am in F1) and at 1.15pm in the afternoon (12.15pm in F1 & 12.45pm in F2)

- Class teachers should insert a mark for every pupil if they are present whether it is a present mark or an absent mark. All marks must be made accurately in black/red ink or in accordance with computerised registration systems
- If children arrive after 9am and 1:15 pm (12.15pm for FS1 & 12.45pm for FS2), they will be deemed to be late
- Total numbers of children present and absent must be entered into the register for the morning and afternoon sessions.
- Attendance registers are printed out am & pm and retained in main office. These will be distributed to staff in the event of a fire

## What the school expects of the children:

- To make sure they get out of bed and get ready for school when they are asked to at home
- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the school office if they arrive after 9.00am



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## What the school expects of the parents / carers:

- Parents/carers carry out their legal duty of ensuring that children of compulsory school age attend on a regular and full-time basis.
- Parents/carers should ensure that their child arrives at school in time for the start of registration at 9am in the morning (8.45am in F1) and is well prepared for the school day.
- Parents/carers should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school on the first morning of absence before 9.30am. This may be done by email, phone, letter or in person. Parents/carers should keep the school regularly informed if the child remains absent for more than one day.
- If a child is physically sick or has diarrhoea, they must remain off school for 48 hours in line with guidance from the Local Authority and NHS.
- Parents/carers may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- Wherever possible, to make appointments outside of the school day.
- Arrange holidays outside school term time. As from 1<sup>st</sup> September 2013, holidays in term time will not be authorised. Changes to the **Education (Pupil Registration) (England) Regulations 2006**, state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Final decisions will be made by the Head Teacher of each school on a case by case basis.
- Notify the class teacher if any adult other than a parent is collecting a child at the end of the school day.

Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.

## Monitoring and review

- This policy was adopted in: June 2013
- This policy is due for review: June 2014



## APPENDIX 1

### **Authorised and Unauthorised attendance:**

If the school is open to staff and children and your child is not in school then they will be classed as 'absent'. This absence will either be 'authorised' or 'unauthorised'.

### **Authorised Absence:**

This is when the school agrees that the absence could not be avoided. For example:

- Sickness
- Medical or dental appointments (however, where ever possible these should be arranged outside of school hours)
- Days of religious observance\*
- Exceptional family circumstances e.g. bereavement, family wedding
- Holidays that because of special circumstances cannot be taken during the 13 weeks school holiday period.
- Notice from the Local Authority that absence can be authorised
- Reasons relating to medical treatments
- Parents are in the armed forces

*\*In the case of religious observance, the child will still be marked as absent from school. The absence will be authorised, but if no other absences are recorded, this will not affect their 100% attendance award at the end of the year.*

### **Unauthorised Absence:**

School will not authorise a child's absence if it feels the absence could be avoided. If your child's attendance is a cause for concern, this may lead to involvement of the EWO\* or you may be issued a fixed penalty notice.

*\*EWO = Educational Welfare Officer*



## **APPENDIX 2**

- 1 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
- 2 There is no requirement to authorise just because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.
- 8 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
  - Parent's workplace holiday arrangements if supported by a letter from employer.
  - The overall attendance of the child for the previous academic year or 3 terms.
  - If taking leave of absence in the first half of the first term would have a negative impact on pupil progress.
  - If a previous holiday has been taken in the same academic year.
  - Timing of internal and/or external examinations/assessments.
  - The reason given by a parent for requesting leave of absence in term time.

### **Fixed Penalty Notice Criteria**

**The school will refer cases to the local authority for consideration of a fixed penalty notice if any unauthorised absence (i.e. taking a holiday in term time) meets the following criteria:**

- **Child's absence has fallen below 95.7% (over the previous 3 terms)**
- **The absence is for at least 5 consecutive days or more**
- **The absence is not considered to be for compassionate or extenuating circumstances**

**Penalty charges are £60 per week, per child (over 5 years of age) per parent, rising to £120 if not paid within 21 days**

**Further information can be obtained by contacting a member of the school's admin team on 01709 543061**