

Attendance Policy

Subject/Area Manager	
Headteacher	
On behalf of Governors	
Review date	

Boddington and Culworth CE Primary Schools
Values and Aims

Belief

We believe in God to guide us in life. We have belief in our ability to learn and succeed.

Community

We have a responsibility to make good choices for ourselves and others. We have the courage to stand up for what is right.

Friendship

To strive to show care and compassion to everyone we meet.

Respect

We are polite to other children and adults. We look after our school and everything around us.

Determination

To always try our best, try new things and challenge ourselves to do better.

Humility

To be thankful for all that we have.

Individuality

To remember that we are all unique and special but are a part of the same school family.

To achieve and promote these aims and values we will:-

- *Put the wellbeing, development and progress of the children at school first.*
- *Take responsibility for maintaining the quality of teaching.*
- *Help children and young people to become confident and successful learners.*
- *Demonstrate respect for diversity and promote equality.*
- *Strive to establish productive partnerships with stakeholders and carers.*
- *Work as part of a whole-school team.*
- *Uphold and follow the agreed school values and aims.*
- *Co-operate with other professional colleagues to support your child.*
- *Demonstrate honesty and integrity.*
- *Protect the reputation of the school, colleagues, governors, families and children by maintaining confidentiality.*

Introduction

Regular attendance at school is vital. Without it, the learning process is disrupted. Pupils who miss time at school do not achieve as highly as they could. We expect all children to attend school every day as long as they are fit and healthy enough to do so.

Under the Education Regulations, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. The register will also indicate whether an absence was authorised or unauthorised.

Below is an explanation of the terms 'authorised' and 'unauthorised', our attendance policy: how we register pupils, monitor attendance, record absences and some suggestions about how you can help.

Authorised and Unauthorised Absence

It is the responsibility of the school, under The Education (Pupil Registration) (England) Regulations 2006, to decide whether or not any given absence is 'authorised' or 'unauthorised'.

Definitions

Authorised Absence

An absence is classified as 'authorised' if a child has to be away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child is unwell and the parent writes a note or telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Some examples of 'authorised' absences are:

- 1. when a child is ill or receiving medical attention (appointment cards should be available)*
- 2. when a close family member has died*
- 3. when prior consent has been obtained from the Headteacher, for example for a music examination*

Unauthorised Absence

An absence is classified as 'unauthorised' when a child is away from school without permission, even with the support of a parent.

Some examples of 'unauthorised absences' are:

- Term time holiday / day visits*
- Shopping*
- Keeping a hairdressing or dental appointment*
- A birthday treat*

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Absences, both authorised and unauthorised, will be recorded on the child's annual report to parents. We do not wish to record unnecessarily absence as unauthorised. Please help us to avoid this by providing signed absence notes or telephoning the office.

Persistent Absence

Each child's attendance is monitored termly. Attendance that falls below the Department For Education's expectations of 90% will be addressed in accordance with the procedure for dealing with persistent absence. Where medical issues are a reason for persistent absence, evidence of illness or medical appointments will be requested. Please see Appendix 1.

Attendance Expectations

School Times

The School will open be open to pupils for 190 days per year. Parents will be supplied with a list of term dates at least once during the preceding school year.

School session times are as follows: 9am – 12pm 1pm – 3.30pm

Pupils may arrive from 8.50am

Registration and Attendance Procedures

A register is taken every morning and afternoon in each classroom at 9.00am in the morning and 1.00 pm. Children who are not present to answer to their names will be marked as absent.

Registration is closed 15 minutes after it is taken, at which point a pupil is marked as absent, whether or not he or she subsequently arrives.

Class teachers monitor attendance daily and record reasons for absence if notification is received. If we are concerned about a pupil's absence and we have not heard from parents, we shall try to contact home by telephone, email or letter. Contact will be made on the first day if a pupil is absent.

If your child is ill, please telephone or email the school office on the first day of absence. This will ensure that the absence is recorded as 'authorised'.

If we discover a pattern to absences, or are concerned about the frequency or validity of absences, we shall contact parents. If we discover a school based problem, we shall seek to remedy it. If there is an out-of-school problem, we shall offer support and access to other services as appropriate. In all cases, we shall help the child to re-establish him/herself into the usual pattern of school life. This is important to their success in school.

Other Authorised Reasons for Absence

Education (Pupil Registration) (England) (Amendment) Regulations 2010 state that the following reasons for absence should be recorded as an authorised absence.

- *a weather-related emergency, such as snow or flooding*
- *a natural disaster, such as the impact on air travel of a volcanic eruption*
- *a health-related emergency, such as restrictions on travel in certain areas related to a foot and mouth outbreak*
- *travel disruption caused by the rationing or non-availability of fuel.*

Holidays in Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances .

The reasons for this are as follows:

- *Good attendance is one of the most important factors in achievement at school and we are committed to helping every child achieve their full potential.*
- *Any absence from school disrupts a child's learning.*
- *Missing lessons can damage a pupil's self-confidence and understanding.*

Exceptional Circumstances

Leave from school can be authorised in exceptional circumstances.

All requests will be considered on an individual basis and any request authorised for another pupil or granted on a previous occasion cannot be treated as a precedent. The headteacher may request the support of the Governing Body when making judgements about exceptional circumstances requests. These will be presented anonymously. This will support consistency in application of the policy.

NB Where children are absent for more than 10 school days following the expected date of return to school, they may be removed from roll and there can be no guarantee of the preferred school place being available on return (Education (Pupil Registration) (England) Regulations 2006).

Collection from School at times other than the end of the Session

If a child is collected by a parent, or other approved adult, between the hours of 9am and 3.30pm then the adult should report to the school office so that the child can be collected and signed out.

How Can You Help?

- *Do not allow your son or daughter to stay away from school unless absolutely necessary – attendance matters!*
- *Please let the school know of any absence as soon as you can. We do not wish to record absence as 'unauthorised' unnecessarily.*
- *Please make sure that your child arrives punctually. Late arrival is recorded. Arrival after 9.15pm and 1.15pm counts as late/absent.*

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- *Please try to avoid doctors, dentists and hospital appointments during school time.*
- *If your son or daughter is worried about anything at school, encourage them to share their concerns so that we can help, rather than them begin to feel they do not want to come to school.*
- *Please support the school by recognising that good attendance is important.*
- *Please do not 'condone' absence by providing an excuse which may be covering a problem. We are partners in your son/daughter's education and by sharing the problem, we may solve it. We do not consider any problem to be trivial and shall act to try to solve a problem as soon as we know about it.*

Reporting Attendance

- *Any parent who wishes to check his/her son/daughter's attendance can do so by notifying the office. Normally a child's attendance record is included as part of the annual school report in the form of number of sessions attended, out of the possible number of sessions and the number of sessions missed due to unauthorised absence. We will contact parents to report attendance below 90% and 80%, at least once per term.*
- *The school also has a duty to report ongoing concerns about a child's attendance to the Local Authority's Education Officer, who, as part of their duties, may contact parents to seek clarification or follow up matters of concern.*
- *The school are also required to report attendance to the DFE, so that data can be published. These records are reported as global figures and contain no individual data.*
- *This Policy has been created in partnership with the South Northamptonshire Local Collaborative Trust and is in line with local Secondary Schools policies. It follows guidelines and regulations from the Department for Education.*

This policy will be reviewed annually.

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Leave of Absence Request- Exceptional Circumstances (Appendix 2)

Dear Parent/Carer.

In exceptional circumstances we will consider requests for leave of absence. We are unable to authorise holidays in term time. We are not in a position to stop you taking your child/ren on holiday, however, their absence must be recorded as **Unauthorised** and you could be liable to Penalty Notice Fines or prosecution for your child's non-attendance. Child/ren who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return.

Name of child(ren) _____	Class _____
Name of child(ren) _____	Class _____
Address _____	
Reason for request _____	

Dates of leave requested from _____ until _____	
Signature of parent(s)/carer(s) _____ date _____	
Print full name _____	

School / Office use only
Current attendance % _____ on _____
<ul style="list-style-type: none">• In this instance we acknowledge and agree with the request for leave of absence for the above period and the absence will be recorded as authorised.
<ul style="list-style-type: none">• We are unable to agree with the request as an 'exceptional circumstance' and the absence will be recorded as unauthorised.
Signature (Headteacher) _____ dated _____

Please return completed request forms to the Headteacher