

**St. Ann's
R.C. Primary
School**

**Attendance
Policy**

Our School's Mission Statement

'We, the family of St Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.

Motivate, learn, inspire.'

Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and well enough to do so. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. We strive to make our school a happy and rewarding experience for all children.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again at the start of the afternoon session.

The register must record whether the pupil's attendance in line with the DfE register codes.

Under the Education (Pupil Registration) Regulations 1995, the governing body is responsible for making sure the school keeps an attendance register that records pupils are present at the start of both the sessions of the school day. The register will also record whether an absence was authorised or unauthorised.

Aims and objectives

- To ensure every child is safeguarded and their right to education protected
- To ensure every child reaches their full potential through a high level of school attendance and punctuality
- To ensure governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality
- To keep accurate, up to date records and have a robust and rigorous system for analysing attendance
- To identify causes of low attendance/punctuality with individuals, classes or group of people and address them

Understanding types of absence

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 or guardian. We encourage parents to contact the school by phone or email. If no contact has been made by 10.00am the school will send a text message to parents asking them to call the school office. If a phone call is not received the school will endeavour to make contact with the parents to confirm the reason for absence. If no reason for absence is provided after a

reasonable amount of time, the absence will be treated as unauthorised and further advice sought from the Education Welfare Officer. If the absence exceeds three days a further phone call is required to keep the school informed.

Medical Appointments

Authorised absences include medical/dental appointments that fall unavoidably in school time, emergencies or other unavoidable cause. Parents of children attending a medical/dental appointment during the school day need to provide school with an appointment card/letter prior to the appointment. We can then confirm the absence as a well evidenced 'medical' absence which is therefore authorised.

Long term absence

When a child has an illness that means they will be away from school for over five days, the school will send work home so that they can keep up with their school work. If the absence is likely to continue for an extended period, or to be repetitive absence, the school will contact the support services so that arrangements can be made for the child to be given some home tuition

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school and for which no 'leave' has been given. This can lead to the Authority using sanction and/or legal proceedings.

Leave of absence

Pupils attend school for a maximum of 190 days each academic year and attendance is vital for your child's educational progress. Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

It is a legal requirement for any parent/guardian to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time.

Parents **do not** have an automatic right to take their child out of school for leave during term time and may be issued with a Penalty Notice if they do so without prior arrangement with the Headteacher. If you fail to pay a penalty fine within 28 days, you may be prosecuted which could result in a further fine.

The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.

To apply for a child to be granted leave from school parents must **complete the Application for Absence from school' Form and return it school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance.

Where school has concerns about the leave request a meeting will be arranged with the parent/guardian to discuss the application. Leave in term time will **not** be agreed by the school at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional.

In considering the request, even if we believe that the circumstances are exceptional, we will also look at various factors before reaching a decision such as:

- The timing of the request. When a pupil is just starting school or has just moved into a new class, absences must be avoided as this is a very important transition period as your child needs to settle into their new environment as quickly as possible
- Pupils should not be absent both immediately before and during assessment periods eg. SAT's
- When a pupil's attendance is a cause for concern, or taking the leave will lead it to become a cause for concern
- Other periods of leave which the pupil may have had, either during the current or previous academic year
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice
- In certain circumstances, parents risk losing their child's place on the school role. Re-admission cannot be guaranteed
- The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (1 -3) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

Punctuality

The school will endeavour to reduce the disruption to the children's learning through unnecessary absence and will work with families towards avoiding lateness or unavoidable time off from school. We request that children are in the playground at 8.50am in order to line up promptly for the start of the school day. The school bell rings at 9.00am for both the Infant and Junior school.

Late (after 9.15am)

If a child arrives late at school, the parent/Guardian must always report to the Infant Office to sign their child in. A late mark will be coded in the register.

Late (after 9.30am)

If a child arrives after registers have closed (after 9.30am) they will receive a late mark (U) in the register; accompanied with the number of minutes late. A record of late minutes is kept for individual children and the same procedure for absence is followed if lateness is a concern.

Summary

The school sets attendance targets each year and each child has an important part to play in meeting these targets. Targets may be set for individuals if necessary.

The Headteacher will closely monitor attendance and consider patterns of absence and tackle any persistent absence. Class teachers, who monitor attendance in the first instance, will report to the Headteacher. If there is a longer-term worry about the attendance of a particular child, the Headteacher will contact the parent/guardian.

The rates of attendance will be reported in the Headteacher's report.

This policy will be reviewed by the governing body every year, or earlier if considered necessary.

Date of Policy:

Date of review: