



Creating a chance to SHINE everyday

Attendance Policy

This policy was ratified: May 2019 Updated January 2020

And will be reviewed: May 2020

Signed by Headteacher: Samantha Welsby

Signed by Chair: Dave McWhirter

Aims

- To achieve an attendance target of 96% or above
- To work closely with parents and carers to improve the attendance of all children
- To work closely with the Attendance Governor to monitor the attendance of children and respond to concerns about levels of absence promptly.
- To encourage parents not to take their children out of school in term time.

Purpose

Newbold and Tredington C of E Primary School wants each and every child to have the best possible attendance at school to enable them to reach their full potential. There is a strong link between good attendance and achieving good results for children. Children who frequently miss school fall behind in their work which may affect their future prospects. Absence may have an effect on friendships.

Newbold and Tredington C of E Primary School works closely with families to support them to achieve the best possible outcomes for our children.

Encouraging Good Attendance

The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come.

It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset parents are encouraged to take an active role in the work of the school and to share and support their children's enthusiasm. The child's attendance record is shared with parents at the termly Parents' Evenings and as part of the annual written report. It follows that individual records of attendance are kept on file and are passed onto subsequent schools.

Great Attendance is celebrated at the end of each term with awards to those children with 100% attendance in that term and all of the children are put into a prize draw with the chance to win a voucher.

The school also acknowledges those children who have improved their attendance and the most improved receives a certificate in recognition of improved attendance.

Attendance is shared with parents twice during the year at the Parents' Evenings and in the end of Year report.

Monitoring Attendance

School starts at 9.00am and registration closes at 9.10am. After 9.10am a child is deemed as late and will be marked as late (L) or unauthorised late (U), depending upon the circumstances

The class teachers alert the Head Teacher (Attendance Manager) to concerns about attendance and the head teacher and Attendance Governor make regular checks on attendance. The Attendance Register is marked twice each day at the start of the morning session and again in the afternoon. The school uses an electronic system (SIMS) and the electronic marking sheet and attendance codes ensure a consistency of practice throughout the school.

All absences and persistent lateness are investigated. Parents are asked to telephone school and inform us of any illness, on the first day of absence. When the register closes the School Administrator operates 'first day calling' for those pupils absent with no reason given.

Attendance data is held electronically by the school's administrator who is able to conduct regularly half termly checks on individual children and provide comprehensive attendance records.

The Head teacher monitors the attendance of pupils half termly and contacts parents if a child's attendance becomes lower than 96%.

Returns of school data are made annually to the DFE and benchmark data exists to compare our school within local and national contexts.

It is a statutory requirement for the Governing Board to monitor the school's attendance data and there is a designated governor who is responsible for attendance.

Authorised and Unauthorised Absences

The DFE recognises the importance of regular attendance and it is a statutory requirement for the school to decide with every absence whether it is authorised or unauthorised.

The following represent the sort of absences, which the school will approve as authorised

- Medical/dental appointment or illness
- Approved sporting activity
- Day of religious observance
- Visits to prospective secondary schools
- Family bereavement
- Adverse weather conditions where transport is normally provided but is unavailable

Wherever possible parents are urged to make routine appointments (e.g. medical, dental) outside of school time.

If a child is absent from school for any reason the parent must inform the school in person, by telephone on the first morning of absence. Such calls are always logged and the class teacher informed. A letter explaining the absence should be sent in with your child on the day of their return.

Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.

If a child is absent for 4 or more days consecutively then parents may be asked to provide medical evidence.

Holiday Absence in Term Time

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head Teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
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- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
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- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
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- The school can only consider Leave of Absence requests, which are made by the resident parent. i.e the parent with whom the child normally resides.
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- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
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- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
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- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
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- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
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- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
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- Teaching staff will not provide children with work to make up for lessons missed due to holidays. We suggest that children could write a daily diary of events, keep a “scrap book” and keep up reading skills through practice.

A Leave of Absence form may be obtained from the school office.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Role of Attendance Team

On those occasions when a pattern of poor attendance or lateness is developing the Head teacher will work directly with the family to seek solutions. Should the problem persist then a referral to the Warwickshire Attendance Service will follow. The Warwickshire Attendance Service has a number of statutory powers to assist families with attendance difficulties and, of course, has access to all the support mechanisms of the County's Social Services.

In Conclusion

It is our belief that good attendance and punctuality is at the heart of a child's progress and is, therefore, fundamental to our schools success.

The Governing Board greatly appreciates parental support to reduce the total amount of days lost due to holidays. The Head is committed to working in partnership with parents to enable all children to reach their academic targets and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.