



Policy for Attendance

Newbold and Tredington C of E Primary School

Introduction

Our policy aims to ensure that all pupils who attend our schools are to take full advantage of the educational opportunities provided for them by attending school regularly.

Aims

- To maintain the overall high percentage of pupils attending school
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, carers, teachers and other staff, Governors and the Trustees
- To develop a systematic approach to gathering and analysing attendance data

Policy Statement

The school will take all steps necessary to monitor attendance. The School Business Manager at each school takes responsibility for confirming with staff reasons for pupil absence, and shares this information with the Headteachers on a regular basis. The Heads in turn may contact the Warwickshire Attendance Service (WAS) team in the event of a concern over a child's attendance at school.

By law a child is expected to attend school on every day that it is open unless he/she is unwell, or has a medical appointment.

Reasons for children's absences can be communicated to school by letter, email, telephone or personal visit. Information delivered to the school office will be forwarded to the class teacher by written note which will be signed and stored in the appropriate manner or electronically by secure email or the school information system.

Newbold and Tredington C of E Primary school start time – 9am

The school doors open at 8.40am

Registration is taken at 9.05am

If no message is received the Administrative Officers will attempt to contact the parents/carer as soon as possible after registration closes at 9:15 am

Individual class teachers have responsibility for ensuring the collection and safe keeping of letters explaining absence, and for drawing to the Head's attention absence notes that do not seem appropriate. These notes are signed and dated by the class teacher and kept in the appropriate section of the teacher's class file, and are available for scrutiny by the WAS team.

The Headteachers will review absences in depth at the end of each half term. A fortnightly attendance register is produced for the Heads for monitoring purposes. Parents/ Carers will be contacted if attendance is causing concern.

To improve attendance the school (delete as appropriate) implements the following stages:

There are 3 stages to improve attendance:

Stage 1) A letter sent to inform Parents/ Carers that attendance is a concern as it is now below 96% and must improve or move to stage 2

Stage 2) A letter to invite Parents/Carers to a meeting, where medical evidence will be required to explain illness from now on or the school will unauthorise absence and set target for rapid improvement within 6 weeks.

Stage 3) A referral will be made to WAS if attendance does not improve and is below 85% without valid reasons.

The Headteachers will provide a termly and an annual summary of attendance to the Governing Body.

An attendance report will be included with each child's end of year academic report. This will clearly state authorised and unauthorised absences and an attendance rate expressed as a percentage.

Authorising and unauthorising absence is at the discretion of the Headteachers.

Holidays in term time

Leave of Absence

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Expectations

- 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.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- 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.
- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This 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.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- 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>).
- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- 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.

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

Requests by parents/ carers to take children on holidays during term time should be made in writing to the Head on a holiday form available from the school office.

Signature of Headteacher

SJWelsby

Date

12th September 2023



(company number 13237898).

Registered office: Wellesbourne CE Primary School, Mountford Close, Wellesbourne, Warwick CV35 9QG