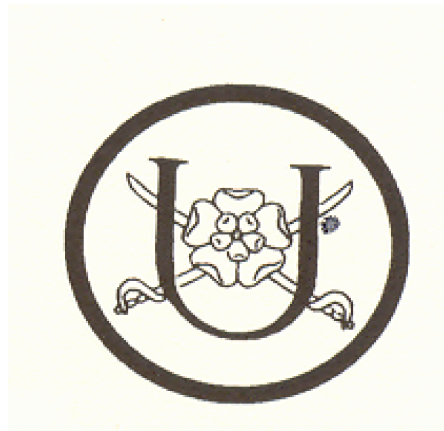


# **Underhill School and Children's Centre**



## **Attendance Policy**

Date Adopted: 5 June 2018

Review Date: June 2019

Cycle: Annual

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## Statement of Intent

Underhill School and Children's Centre believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Following the framework set in Section 7 of the Education Act 1996 which states that:  
*'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and*

*(b) to any special educational needs he/ she may have*

*Either by regular attendance at school or otherwise'.*

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies within the Disability Discrimination Act (2010)
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## Key roles and responsibilities

1. The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Underhill School and Children's Centre.
2. The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
4. The Head of School will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Underhill School and Children's Centre.
5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
7. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.
8. Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.
9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

## Definitions

10. Underhill School and Children's Centre defines "absence" as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

11. Underhill School and Children’s Centre defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school have granted leave.
- An absence due to a family emergency / exceptional circumstances authorised by the school
- Holidays authorised by the school (only done under exceptional circumstances)

12. Underhill School and Children’s Centre defines an “unauthorised absence” as:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.
- Holidays not authorised by the school
- Any other absence not authorised by the school

13. Underhill School and Children’s Centre defines “persistent absenteeism (PA)” as:

- Missing 10 percent (10%) or more of schooling across the year **for whatever reason.**

## Training of staff

14. At Underhill School and Children’s Centre, we recognise that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at risk pupils.

15. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.

16. Teachers and support staff will receive regular and ongoing training as part of their development.

## Pupil expectations

17. Pupils will be expected to attend school every day and will sign an agreement at the beginning of their time at the school.

18. This policy will also apply to pupils who attend Nursery classes within the school

## Absence procedures

19. Parents/carers must contact the school as soon as possible on each day of absence.

20. Alternatively, parents/carers may call into school and report to the school office where arrangements will be made to speak to a member of staff.

21. A phone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.

22. In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer.

23. If pupil absence drops below 90%, the local Attendance Officer will be informed.

24. If pupil absence drops below 92 % the school will ask for medical evidence for any absence.
25. If an absence occurs either side of a school holiday the school will ask for medical evidence.
26. Any child with persistent absence may receive a visit to their home address to check on their wellbeing.

## Contact information

27. Parents/carers must provide accurate and up to date contact details.
28. Parents/carers are responsible for updating the school if the details change.

## Attendance Officer

- 1.1. If they are persistently absent, pupils will be referred to the local Education Welfare Officer who will attempt to resolve the situation by agreement.
- 1.2. If the situation cannot be resolved and attendance does not improve, the local Education Welfare Officer has the power to issue sanctions such as prosecutions or penalty notices.

## Lateness

29. Punctuality is of the utmost importance and lateness will not be tolerated.
30. The school day starts at 8:55am. The nursery day starts at 8:45 am and 12:30pm. Pupils should be in their classroom at this time.
31. Registers are marked by 9:05am. Pupils will receive a late mark if they are not in their classroom by this time.
32. The register closes at 9:15am. Pupils will receive a mark of absence if they do not attend school before this time.
33. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.
34. 'If a child receives 6 unauthorised late's within a continuous 4 week period they may be issued a Fixed Penalty Notice.

## Term time leave

35. At Underhill School and Children's Centre, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
36. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
37. Leave during term time will not be authorised by the Head of School except in exceptional circumstances, for example, bereavement of a close family member. Dependent on the location one day will be authorised, thereafter a fixed penalty notice will be issued for each child.
38. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
39. Requests for leave will not be granted in the following circumstances:
  - Immediately before and during assessment periods.
  - When a pupil's attendance record shows any unauthorised absence.

- Where a pupil's authorised absence record is already above 10 per cent (10%) for any reason.

40. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and will attract sanctions such as a Penalty Notice.

## **Monitoring**

41. Underhill School and Children's Centre monitors attendance and punctuality throughout the year.

42. Underhill School and Children's Centre's attendance target is 95.8%.

43. Details of our absence levels can be found on our website, weekly newsletter and school attendance board

## **Religious Observances**

44. Underhill School and Children's Centre will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.

45. Parents must request, from the school in advance, if absences are required for days of religious observance.

## **Appointments**

46. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

47. Where this is not possible, a note and appointment card should be sent to school.

48. If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.

49. Pupils must attend school before and after the appointment wherever possible.

## **Young Carers**

50. Underhill School and Children's Centre understands the difficulties that face young carers.

51. Underhill School and Children's Centre will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

52. Underhill School and Children's Centre takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

**Appendix 1**

**Poor Attendance and Punctuality Protocol**

**Persistent Absences (PA):** A persistent absentee is a pupil who has a less than 90% attendance rate

**Concerning Absences (CA):** A concerning absentee is a pupil who has an attendance rate of between 90%-95.8%

**Late:** A late is a pupil who arrives after 9.05am on 3 or more occasions in a 2 week period

<b>PA Course of action</b>	<b>CA Course of action</b>	<b>Lates Course of action</b>
Monitored every 2 weeks~ letter ↓ No improvement after 4 weeks ~refer to EWO ↓ FPN?	Monitored every 2 weeks~ letter ↓ No improvement after 4 weeks~ invite in for meeting ↓                      ↓ Improvement    No improvement monitor            refer to EWO	Monitored every 2 weeks~ letter ↓ No improvement after 4 weeks ~invite in for meeting ↓                      ↓ Improvement    No improvement monitor            refer to EWO?

- Data needs to be monitored WEEKLY to enable attendance team to identify focus children
- Letters sent fortnightly
- Half termly teachers need to be looking at attendance for their class

Appendix 2 – Attendance agreement forms.



# Underhill School and Children's Centre

## Pupil Attendance Agreement

I, \_\_\_\_\_ understand how important it is to attend school every day. I promise to attend school and I understand that if I am absent from school without a good reason, I might be in trouble and might lose privileges.

**Signed by**

<b>Pupil</b>	<b>Date:</b>
<b>Parent/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>



# Underhill School and Children's Centre

## Parental Attendance Responsibility Agreement

I, \_\_\_\_\_ understand that it is my responsibility to send my child to school every day under Section 7 of the Education Act 1996. I agree to send \_\_\_\_\_ to school every day and understand the consequences if I fail to do so.

**Signed by**

<b>Parent/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>





