"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Attendance Policy

1 Aims
Good school attendance is one of the most important factors in achievement at school and, at Pattishall CE Primary School, we are committed to helping every child achieve their full potential. Any absence from school disrupts a child's learning and missing lessons can damage a pupil's self-confidence and understanding. The school will do all it can to encourage high attendance. If you have any concerns about your child's attendance please come into school and talk to the Headteacher.

2 School Sessions
The school will 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 and will be available on the school website.

School sessions times are as follows:
· Morning session: 8.45am-12.15pm
· Afternoon session: 1.15pm- 3.15pm

Each child will be placed in a class registration group; after pupils are collected from the playground at 8.45am, the register will be taken at **8.50am** each day. The register is taken again at **1.20pm**.

3 Absences
Absences are authorised for the following reasons:

- Emergency medical appointments
- Specialist medical appointments
- Days off for religious observance
- School closed due to unforeseen circumstances
- Attendance at an approved educational event (e.g.: sporting event or dance exam)
- Family bereavement
- Family wedding taking part on a school day (travel not included)
- Family crisis
- Visit to a new school if part of relocation
- Sickness

All absence must be categorised as authorised or unauthorised in accordance with DFE guidance and regulations and reported to the Local Authority. **Authorised absence** is where the reason offered by the parents is accepted by the school as valid; **unauthorised absence** is where no reasons are offered, or the reason is not accepted by the school as a valid reason for a child to miss school. The school may authorise absence on application by parents when there are exceptional circumstances for the absence, and this will be at the discretion of the Headteacher.

Absences not allowed under any circumstances - unauthorised

- Routine dental & optical check-ups.
- Family holiday no matter what length.
- Family trips.
- Leaving early to travel to an event.
- Visit to new school - family not relocating.

All absences will be recorded in the register. A telephone message, email or ParentMail notification is required from the parent on the first day of absence and all subsequent days. This will ensure that the absence is recorded as 'authorised' if the above criteria have been met. For absent children, a member of the office staff will contact parents by 9.30am if no reason for absence has been received. The school will record the detail of all absences.

Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Irregular attendance refers to patterns of pupil absence from school that fall below the level considered acceptable for regular schooling and where the reasons for absence have not been satisfactorily explained or authorised by the school. It typically involves a **series of short absences** rather than one extended absence and indicates that the pupil is not attending school in accordance with the school's attendance rules or expectations.

For the purposes of this policy, **irregular attendance will be identified when:**

- A pupil has the equivalent of **5 or more full days (10 sessions)** of absence, whether authorised or unauthorised, **within any rolling 10-school-week period**, without a satisfactory explanation, or
- A pupil's attendance pattern shows frequent missed sessions that suggest the pupil is not attending school regularly.
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Irregular attendance can include, but is not limited to:

- Patterns of **unauthorised absences**;
- Frequent absences without valid reasons;
- Repeated lateness resulting in missed learning sessions that cumulatively reduce overall attendance.

Penalties for irregular attendance
If a child is taken out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action.

This could include:

- a Penalty Notice payable up to £160 fine
- prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
- prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment

Please refer to the West Northants Council website for more information:
Penalty notices for school non-attendance | West Northamptonshire Council

4 School procedures for unreported absence
If the school is unable to make contact with parents or carers following three consecutive days of absence, the school will write to parents and may attempt to call personally to the address of the child to ascertain their whereabouts. If no contact has been made with the school by parents or carers after **five consecutive** days of absence, the school will make a referral to WNC's Educational Inclusion Partnership. *This is a legal requirement.* The school will include details of the action they have taken.

It is the responsibility of the Head Teacher to be aware of any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents. If this is unsuccessful the school will refer to the School Nurse if the problem appears to be a medical one. In other cases, the school will seek advice from the Educational Inclusion Partnership.

When a child's absence rate falls below 95% a message will be sent to the parents requesting the parents contact school to discuss the pupil's attendance rate. If the pupil's absence rate continues targets will be set with the pupil and the parents.

5 Foundation Stage children
At the start of the academic year Foundation Stage children have a phased transition over one week, to get used to new routines. Monday and Tuesday they attend until 11.30am. Wednesday and Thursday they stay for lunch and Friday they are in for a whole day.

6 Collection from school other than at the end of a session
If a child is to be collected by a parent, or other approved adult, between the hours of 8.45am and 3.15pm the adult should report to the school office so that the child can be signed out.

7 Associated policies

- Attendance and Home Visits Policy – Missing in Education
- Children Protection and Safeguarding Policy – Missing in Education
- Supporting Children with Medical Needs Policy

- Accessibility Plan
- Medicines in School Policy
- Intimate Care Policy
- Equality Policy
- Inclusion Policy
- Exclusions Policy