



"I am able to do all things by the one who strengthens me" - Phillipians 3:14

GROWING - BELIEVING - SUCCEEDING

" We will all achieve our very best by loving learning, showing resilience and by developing Christian values within our community".

PLEASE REFER TO THE COVID-19 POLICY FOR SUPPLEMENTARY GUIDANCE

ATTENDANCE AND PUNCTUALITY

Principles

The Governors and staff recognise that the maximising of good attendance is a key task, if pupils are to take full advantage of opportunities at school. The co-operation of all concerned, including parents/carers as well as school staff, is vital to ensure full attendance and good punctual timekeeping. By sustaining a culture in which full attendance and punctuality is the norm, the school will demonstrate to pupils, parents/carers and staff, the value placed on full attendance and punctuality and encourage children to gain the full benefit from their primary education. Emphasis on attendance and punctuality also demonstrates the school's concern for individual children by contacting parents/carers to enquire about any unexplained absence.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application had been made in advance and the headteacher considers that leave of absence should be granted due to exceptional circumstances. Headteachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the aforementioned Regulations (2013). Whilst the headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused. Requests must be made on the School's official '*Absence Request Form*', which is available from school, or can be downloaded from the school website. <http://www.saledavys-primary.co.uk>

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised (G code) and a Penalty Notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice, (£120 per parent, per child / £60 if paid within 21 days), where there have been 10 sessions or more of unauthorised absence recorded. If this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carer in the Magistrates Court.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

Policy approved.....at a Full Governors Meeting

Date of meeting: 7 July 2021

Minute Number:12.2

Renewal Frequency: Annual

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Roles Responsibilities and Procedures

Governing Body

It will be the responsibility of the Governors to oversee and monitor the working of the Attendance and Punctuality Policy.

Headteacher

- Initiate and monitor procedures for monitoring attendance/lateness.
- Ensure all unexplained absences are investigated on the day they occur, or as soon as possible after the absence.
- Monitor attendance and lateness on a regular basis and report to Governors on the progress.
- Keep staff and children informed of the progress of policy and practice.

Class Teacher

- Encourage attendance/punctuality by creating a welcoming and stimulating atmosphere.
- Keep daily registers and ensure that parents' letters/messages are passed to the office as soon as possible.

School Business Assistant

- Follow up all unexplained absence/lateness
- Inform the Headteacher of unexplained absence/lateness
- Enter attendance details onto the school MIS system and produce reports as necessary

Parents/carers

- Ensure full and punctual attendance at school when the child is fit to attend, thereby instilling good attendance habits.
- Comply with the school's procedures for reporting absence/lateness.
- Inform the school of reasons for non-attendance before 9.00 am or 12.45 pm on the first day of absence either by letter or telephone call.
- If any child is to arrive late in school, parents should contact the school office as soon as possible (again before 9.00 am or 12.45 pm as appropriate).
- When the child does arrive late, the parent/carer must accompany the child to the school office and sign the Absence/Lateness Record Book.
- Where a child appears to be having an unacceptable level of absence due to medical reasons, the school may request that medical evidence (such as appointment cards or prescribed medication) be provided to cover all absences. Failure on the part of the parent to provide such medical evidence, will result in absences being recorded as unauthorised and referral to the Education Welfare Service will be considered.

Pupils

- Children are expected to attend regularly and to be on time for registration and lessons.
- Children are expected to arrive at school no later than 8.50am or 1.10pm, at which times the school bell rings for lessons to start on time.
- Children may not arrive at school before 8.40am unless they have prior permission from the headteacher.
- Any child arriving after 8.50 am or 1.10pm must report to the School Office where the parent/carer will complete and sign an entry in the Absence/Lateness Record Book. This entry will be registered as a Late Arrival (or Late After the Close of Register if after 9.30am or 1.45pm) unless prior permission has been sought and approved.

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Education Welfare Service

The school may refer a pupil to Education Welfare Service where attendance remains a concern following school intervention. The Education Welfare Service will work with schools and families to address attendance issues. However, if attendance fails to improve, legal action may be taken against parents/carers and could include a Penalty Notice, Education Supervision Order or Prosecution.

Procedures

It is accepted that on occasions it is not possible for a child to attend school, in which case:

- It is the responsibility of the parent/carer to seek authorisation for the absence or to provide an explanation for the absence by way of a letter or telephone call to the school office.
- If the school does not receive prior notification or subsequent explanation for the absence, then the school will contact the parents to ascertain the reason.
- Only the Headteacher or Assistant Head may give approval for absence.
- The parents/carers do not have the right to withdraw their children from school at any time.
- Parents should provide an explanation for absence as soon as possible, with parental contact being made with school before 9.00 am on the first day of absence, providing further information by letter or telephone as necessary
- Any child arriving after 8.50am or 1.10pm must enter school by the main entrance, NOT BY the pupil entrance, and report to the school office
- Any child arriving after 8.50am or 1.10pm must be accompanied by a parent/carer, who will complete and sign an entry in the Absence/Lateness Record Book. This entry will be registered as a Late Arrival (or Late After the Close of Register if after 9.15am or 1.45pm) unless prior permission has been sought and approved.

Rewards/Celebrations

At the end of every academic year, 100% attendance will be celebrated by the presentation of certificates.

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