



Attendance Policy – Reviewed with the EWO June 2017

The national attendance figure is currently 97%.

If your child's attendance falls below 95%, the following procedures are in place:

Below 95% - warning letter 1 will be issued

Below 93% - warning letter 2 will be issued

Below 92% - meeting between Headteacher / Deputy Headteacher and parents

For a child to reach their full educational achievement a high level of school attendance is essential.

We feel at Ash Green Primary School we have a central role to play in every child's social, spiritual and moral development. We ensure this by promoting our own values of respect, resourcefulness, compassion, confidence and curiosity, as identified by the children, staff and governors. These values underpin this policy and its related practices.

- 98% attendance means that your child has missed 4 days in the school year
- 95% attendance means that your child has missed 10 days in the school year
- 90% attendance means that your child has missed 19 days in the school year
- 80% attendance means that your child has missed 38 days in the school year
- 5 minutes late each day means three whole days lost each year

Aims and Objectives

- To ensure all children take full advantage of opportunities for learning in school
- To ensure the well-being and safety of children at Ash Green Primary School
- To set school targets for attendance
- To monitor pupil absence and the reasons

Intentions

- To actively promote and encourage 100% attendance for all children
- Each week the classes with the highest attendance will receive an extended break time
- To celebrate and mention on the school newsletter at the end of every term 100% attendance in individual children
- To monitor regular or extended absence and take steps to resolve this
- To work with the Educational Welfare Officer to ensure no child is absent without school being aware of the reason
- To ensure that discretionary power to grant leave is only used in exceptional circumstances



Attendance Policy – Reviewed with the EWO June 2017

- To use the School Information Management System to analyse and monitor pupils' patterns of absence and work with parents to rectify patterns

Teaching and Learning Impact

Ash Green Primary School will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school.

Equality and Inclusion

All children will be dealt with in the same manner. Allowances within this policy will be made for children with severe disabilities or illnesses who require additional time off for administration or medication.

Safeguarding

If a child is absent for any reason unknown to the school, Parents or Carers must contact the school office in some way before 9.30 am on the first day of absence. A phone call made to the Parents/Carers of any child who is not in school and school has not received a message about.

Registration of pupils

- Ash Green Primary School will ensure that staff are aware of any new legislation with pupil registration
- Registers are to be completed accurately at the beginning of every morning and afternoon (registers to be electronically completed by 9am and 1:20pm). **Children arriving after 9:15 will receive an 'unauthorised' mark.**
- Parents to be aware of importance of contacting school to report absence before 9:30am
- Senior Leadership Team and School Governors to ensure evaluation of attendance procedures
- Regular attendance reports will be provided for the Governing Body of Ash Green Primary School

Contents of the Attendance Register

Each class teacher will take the attendance register at the start of the first session of each school day and at the start of the afternoon session. On each occasion they will record whether every pupil is present (/) or absent (N). **Only the school office will input alternative codes.**

The school office will follow up any absences to:

1. Ascertain the reason;
2. Ensure the proper safeguarding action is taken;
3. Identify whether the absence is authorised or not; and,
4. Identify the correct code to use before entering it onto the school's electronic register or management information system which is used to download data to the School Census.



Attendance Policy – Reviewed with the EWO June 2017

Registration and Absence Procedures

All absences will be recorded on school registers using the national codes. Any pupil who is on roll but not present in school must be recorded within one of these categories:

1. Unauthorised Absence – This is for pupils where no reason has been given or whose absence is deemed to be without valid reason.
2. Authorised Absence – This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.
3. Approved Educational Activity – This covers types of supervised educational activity undertaken offsite but with the approval of the school.

Children who arrive late to school (after 9:00am) must enter the building via the main entrance. If they arrive after registers have closed, they will receive a late mark in the register (up until 9:15am); accompanied with the number of minutes late the child was. If a child arrives later than 9:15am, they will receive an 'unauthorised' mark. A record of late minutes is kept for individual children and the same procedure for absence is followed if the minutes late a child is raises concern.

The Education Welfare Officers hold 'late gates'; issue notices to parents/carers who arrive to school late. This is done on a half termly, or termly basis.

Reporting Absences

It is a parent's responsibility to inform school of any reasons for a child's absence, before 9.30 am, each day that they are absent from school (unless otherwise arranged with school) and to provide further information as required. We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

Leave of Absence during Term Time

As of February 2015 there has been a change in the **The Education (Pupil Registration) (England) Regulations 2006**. Where there used to be the option for Head Teachers to grant leave of absence during the term time in 'special circumstances' of up to ten days in a year, this has been removed.

Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

What should parents do if they wish to request a leave of absence?

Parents should collect a 'Request for Leave During Term Time' form which includes guidance notes from school and return to the Headteacher. We would strongly recommend that this is done before planning any leave of absence.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

The absences will be marked in the school register as unauthorised absences and this may result in a Penalty Notice of £60 (rising to £120) per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.



Attendance Policy – Reviewed with the EWO June 2017

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notice for leave of absence (holiday) in term time

- Previously our approach was to only issue a Penalty Notice if the pupil's overall attendance was below 87%. This threshold has now been removed.
- Previously only one Penalty Notice per pupil was issued within an academic year. This limit has been removed so more than one Penalty Notice could be issued for repeated absence without permission during term time.
- Previously pupils missing 10 sessions or five days taken together risked a Penalty Notice. Now a combined total of ten sessions (not necessarily grouped as 5 consecutive days) could trigger a Penalty Notice.
- Instead of monitoring and totalling holiday absences taken across each academic year, they will now be monitored across the previous three terms, regardless of academic year.

Penalty Notice for persistent absence

- Parents whose child is repeatedly absent will only receive one warning notice period to bring about improvement in attendance. If attendance deteriorates during this period then no further formal warning notice will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs.



Attendance Policy – Reviewed with the EWO June 2017

Medical Appointments

Parents of children attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment. Where possible all medical/dental appointments should be made outside of the school day. We can then confirm lateness as a 'medical' absence and therefore authorised.

School Action on Repeated Absence

Where a child is persistently late or absent, even if the Head Teacher has been informed, the following steps will be taken:

- A letter will be sent home informing parents of the number of late arrivals / absences.
- If lateness / absence persists then parents will be invited to a meeting with school.
- If lateness / absence persists then parents will be contacted by the Educational Welfare Officer.
- Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.
- Schools and EWOs must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

Roles and Responsibilities

Attendance is overseen by the School Office, who maintain a record of children's attendance rates and reasons for absence. Children causing concerns are identified and appropriate procedures, as outlined in the policy are followed.

Ash Green Primary School works closely with the EWO to discuss individual cases and decides on appropriate next steps, looks at whole-school improvements or concerns relating to attendance statistics.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.