



**NEWLAND
ST JOHN'S**
C OF E ACADEMY

Attendance Policy

Other related academy policies that support this Attendance policy include SEN, Anti Bullying, & Health & Safety.

‘Living, Learning and Growing in the Love of God’

INTRODUCTION

Good attendance at school is essential for a pupil’s education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

WHY?

- The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the school’s attendance policy as any absence will have a huge impact on your child’s learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.
- Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
 1. Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
 2. Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child’s absence from school after a parent’s request.
- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child’s current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.
- Keeping your child off school with minor ailments such as a headache or slight cold are not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor’s surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)
- There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Governing Body and the Local Authority.

AIMS OF THE POLICY

To promote regular attendance thus offering all pupils equal access to learning.

OBJECTIVES OF THE POLICY

- Meet the Government attendance targets set for us.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.
- This policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

SCHOOL RESPONSIBILITIES

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
- To promote good attendance

PARENT RESPONSIBILITIES

- To have children in class ready for teaching by the start of the day.
- To inform school on **every** day of any absence.
- To request leave as least 2 weeks in advance.
- To make applications for leave in writing on the school's '**Leave Of Absence Form**', giving the reason for the request.
- To work with the school and EWO to improve lateness and attendance.
- To avoid medical and dental appointments during the school day.
- If parents, guardians or carers are worried about their child's attendance at school they should: talk to their child; it may be something simple that needs your help in resolving

THE PROCESS FOR MONITORING ATTENDANCE

A member of the office staff will log instances of absence and lateness and discuss with the Inclusion Manager (see First Day Absence Procedure). Where issues persist the following will be initiated:

Stage 1: A letter to be sent home from the school or Educational Welfare Officer.

Stage 2: Parents/Carers will be invited into a school for a meeting.

Stage 3: Formal warning from EWO

Stage 4: Prosecution or fine issued

FIRST DAY ABSENCE PROCEDURE

Registers will be checked between 9am and 9.10am if a child is absent and no contact has been made by the parent/carer then contact will be made by school. If no contact can be established with the main carer by 10am then the school will call the next person on the contact list and this will continue until contact is established. If contact cannot be made then a decision will be made dependant on the family and circumstances regarding a home visit.

ABSENCES DURING TERM TIME

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

The Local Governing Body at Newland St John's specifies the following as being exceptional circumstances:

- Religious observance (1 day only);
- Service Personnel and other employees who are prevented from taking holidays outside term-time. This includes being unable to take holiday during half term breaks. In these cases, families will only be permitted to take a maximum of 1 holiday per year and must provide a letter from their employer which will be authenticated by the school.
- Acute crisis within the family, where the family needs to spend time together to support each other, at the discretion of the headteacher.
- Court order where parents have separated and the court has given one parent permission to take children on holiday in term time, with evidence confirming this.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

- Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- There are approximately 195 school days (390 sessions) a year which children are expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Parents are encouraged to only take holidays during school holidays as it is essential that children are in school so that they can take a full part in all school activities.

LATENESS

Punctuality is an important life skill. It is also polite.

- Children must be in class by 8.50 a.m. each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken. The school doors will be shut by 8.50am. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book.
- Lateness will be closely monitored
- If the arrival at school is after the registers have closed at 9.15am the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Children should be returned to school as soon as the appointment is over.

Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school to discuss the problem with the Attendance Officer.

SICKNESS

- Please notify the school on each day of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

PROMOTING GOOD ATTENDANCE

We celebrate good attendance throughout our school by:

- A weekly award for the class with the best attendance
- House point at the end of the week for children who have attended every day and been in on time
- Termly attendance awards for children who have had 100% attendance
- Yearly attendance awards for children who have had 100% attendance.

THE ROLE OF THE EDUCATION WELFARE SERVICE

The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."

The Education Welfare Service, may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice when requested by a Headteacher can be issued as long as the following criteria apply:

- At least 10 sessions (equivalent to five school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months

- Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.
- No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence
- issue a Penalty Notice without warning

CHILDREN MISSING EDUCATION

Position Statement – national definition of children who are not receiving a suitable education:

“A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home” (Revised statutory guidance for local authorities in England to identify children not receiving a suitable education January 2009)

Hull City Council Children Missing from Education protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education. **Please refer to Hull City Council’s Protocols.**

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