



Castleton C of E Primary School

Attendance and Punctuality Policy

November 2017

Introduction

At Castleton C of E Primary School we believe that if pupils are to benefit from education, good attendance is crucial. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100% attendance for all our pupils, and will celebrate this achievement.

If there are problems that affect a pupil's attendance we will investigate, identify and strive, in partnership with parents and pupils, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focussed approach aimed at returning the pupils to full attendance at all times. We use the services of the Education Welfare Officer from Derbyshire Local Authority to support our school in this aim.

The Role of Parents and Carers

Parents have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend the school they are registered at on a regular, full-time basis.

Allowing children of compulsory school age to be absent from school without good reason is an offence. Persistent absence may result in the matter being reported to the Local Authority. Any problems over attendance should be discussed with the school at an early stage. It is every parent's/carer's responsibility to ensure that their child attends school, arrives on time, is properly equipped, suitably dressed and has a positive attitude to learn.

It is also the parent's responsibility to inform the school if their child is going to be absent and to provide an explanation for the absence.

The role of the School

The school has a responsibility to monitor every pupil's attendance and to report any half-day absences as either Authorised or Unauthorised.

The school works with the other schools in the Hope Valley Cluster to ensure that application of these procedures is consistent across all schools.

Lateness Procedures

It is also the responsibility of the parent /carer to ensure that their child attends school on time and is collected on time. **Failure attend on time will result in a late mark in the register and these may be monitored by educational welfare services.**

Children arriving after 9:00am are deemed to be late and are recorded as such in the register. If a child is late they must report to the school office in order to be recorded as present for the day.

There are two negative results caused by lateness:

- The loss of education suffered by the pupils themselves, which if repeated over a year can add up to a significant proportion of their time in school.
- The disruption to other children in the class as the teacher's attention is taken from the task at hand.

If pupils are regularly late then a letter requesting an explanation will be sent to parents.

FAMILY HOLIDAYS AND OTHER ABSENCES

Education (Pupil Registration) (England) Regulations 2006, which came into force on 1st September 2013 states that Head teachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Head teacher who determines the number of days a child can be away from school if the leave is granted.

Applying for Leave of Absence

Parents requiring leave of absence for **exceptional circumstances** should complete a form available from the school office at least two weeks before the anticipated start date. The reason for the request should be given in detail and be accompanied by a letter from the employer stating that holidays are only allowed during this period/ wedding invitation/ letter. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Parents who take their children on holiday without permission will incur an unauthorised absence for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service.

The local authority will issue a fixed penalty notice from January 2014.

The penalty is £60 if paid within 28 days of receipt, rising to £120 if paid after 28 days but within 42 days. The payment must be paid direct to the local authority.

Parents can only be prosecuted if 42 days have expired and full payment has not been made.

Penalty notices can be issued to each parent liable for the attendance offence or offences.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 42 day period the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

Authorised absences are identified as:

- Sickness
- Medical/dental appointments
- Approved PE/sporting activity
- Days of religious observance in the religious body to which the parents belong
- Absence for theatrical/other performances following discussion with the Head teacher.
- School educational visit
- Educated off site
- Music exams
- Special Family Circumstances i.e. bereavement or sickness of another close family member.

Unauthorised Absences

Unauthorised absences are those which the school does not consider 'reasonable' and for which no 'leave of absence' has been granted. This includes:

- Parents/carers keeping children off school unnecessarily i.e. to go shopping, birthday, day trips
- Truancy before or during the school day
- Absences which are not properly explained
- Holidays during term-time for which no leave of absence has been granted

The school is responsible for referring problems over attendance/punctuality to the School's Education Welfare Officer in cases where difficulties cannot be resolved.

PROCEDURES

The school will apply the following procedures to manage attendance and punctuality.

- Registration will take place at the start of each morning and afternoon session.
- Registers will be checked at the end of each session to identify absentees. Pupils with persistent absenteeism will be telephoned on that day.
- Attendance records will be stored on the school's Information Data Base.
- Parents/carers should inform the school on the first day of absence either by letter or telephone. E-mails are not accepted as the originator of the message cannot be verified.

- Office staff will inform the class teacher of any known absence.
 - Where no explanation is available from, the school will attempt to contact parent/carers on the contact numbers supplied by them. This will be done as soon after the start of the school day as is possible.
 - For absences beyond three days, parents should contact the school again to detail the reason for continued absence. If this does not occur, contact may be made with home by the office staff.
 - Pupils' attendance figures, including Unauthorised Absence, will be recorded on their annual report.
 - The school will send details on attendance, both authorised and unauthorised to the Department for Education and Skills as required by current regulations.
- The head teacher reviews the attendance half termly and monitors any child whose attendance is less than 90%. Parents may be informed by letter if this occurs. This may result in a referral being made to the School's Education Welfare Officer if attendance is 85% or below.

Rewards

The school will recognise those pupils who achieve 100% or close to attendance at the end of the academic year.

Monitoring

This policy will be reviewed by the governing body every three years or when new legislation is introduced.

Signed: Headteacher **Date:**.....

Signed: Chair of Governors **Date:**.....

Review: Autumn 2020
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