



Temple Herdewyke Primary School

Attendance Policy

Aim

To ensure that all children receive their full entitlement to teaching and learning opportunities at Temple Herdewyke Primary School by working in partnership with parents and others to overcome any barriers to their full, punctual attendance.

Context

The government expectation for attendance is 95%+. 95%+ is deemed to be the level of attendance that gives pupils the greatest opportunity to achieve their potential in school both academically and socially. Anything less than this gives Temple Herdewyke Primary School cause for concern. We also acknowledge and seek to address the possible safeguarding implications of a child's persistent and/or unexplained absence from school. Attendance will be monitored and analysed using the official register data available in school. The Head Teacher will ensure contact is made with parents where there are concerns over attendance and punctuality. Where there are safeguarding concerns or no satisfactory outcome has been achieved after consulting with parents, the school may do one of the following:-

- refer to the Education Welfare Service (see below)
- seek to obtain a Common Assessment Framework Assessment with a view to addressing the needs of the child through multi-agency support
- apply to the LA for a Penalty Notice (see below).

The Local Authority through the Education Welfare Service monitors and supports children whose attendance is less than 80%.

- Where there are no firm medical reasons for absence.
- When absence is unauthorised and/or unexplained.
- When absence or lateness gives cause for concern.

Parents are contacted either by letter, phone, home visit or invitation to an attendance meeting involving all relevant agencies, where strategies for improvement are put in place.

In the event of persistent unauthorised absence from school when strategies set up for improvement have failed, the Education Welfare Service will send formal letters warning of prosecution and prepare and present prosecution files to court for the non-attendance. (Section 444 of the Education Act 1996)

Daily attendance for all school age children on the roll is a legal requirement. Therefore Temple Herdewyke Primary School fully endorses the government and Local Authority requirements for attendance and registration.

Penalty Notices

Temple Herdewyke School recognises that the Penalty Notice Regulations came into force in February 2004 and entitle the Head Teacher to apply to the Local Authority for the issue of a Penalty Notice with respect to any parents whose child has 10 or more sessions of unauthorised absence in any 5-week period.

Registration

The legal status of school registers is regularly stressed to all school staff and meticulous effort is made to ensure they are accurately kept. New staff are provided with training in both the detail of accurate register marking and methods and strategies for encouraging pupils to be punctual and regular in their attendance. School staff are reminded that the authorisation of absence is at the school's discretion and not the parents'. A list of examples that may be treated as authorised is available from the Head Teacher on request.

Reports

- Individual attendance and punctuality data is recorded on pupils' annual reports.
- The Head Teacher will report on attendance as part of his/her termly report to the governors.
- School attendance data will be recorded by the DFE on the on-line School Profile.

Leave of Absence

The Government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Removal from Roll

In the event of school transfer or a pupil moving to another area, a pupil will normally remain on roll until notification is received from a receiving school. Should no notification be received, mindful of the importance of safeguarding children, the school will follow the LA 'Missing Person Protocol and Procedures' and make every effort to locate the pupil in conjunction with the Education Welfare Service. If unsuccessful, a missing person form will be completed and sent to the Local Authority and the pupil may be removed from roll after four weeks of absence.

The school will make it known to all parents that if a pupil fails to return to school within 10 days of the agreed return date following a holiday, they also may be removed from roll. No pupil however will be removed from a school roll under these circumstances unless they have been absent from school for 4 weeks.

Late arrival at school

Parents are informed and regularly reminded of the school dates and times in a number of different ways during the year in the school information provided. Temple Herdewyke Primary School points out to parents that poor punctuality

gives the pupil who is late a difficult and negative start to their day and disrupts the teaching and learning of the whole class. The importance of the registration time in school as a time for greetings, sharing news and preparing the class for the business of learning, is regularly stressed to parents.

All pupils who arrive late are required to sign in at reception on arrival and an accurate log of their time of arrival is made should they arrive later than 9.05am. This log can be used as prosecution evidence in court proceedings in the event of persistent lateness.

Leaving School Early

If parents have reason to remove their child during the school day the time and reason is recorded in the school diary and then signed by the parent and the teacher/headteacher. Where possible parents should inform the school when children are removed before the end of the school day.

Parents

The importance of regular attendance and punctuality is explained to parents when they first enrol their child in the school. At different times throughout the school year, attendance issues are also reiterated in school newsletters. Parents are regularly informed that if their child is unavoidably absent, they should telephone the office on the first day of absence. If a pupil is absent for an extended period, parents should keep the school informed and supply expected return dates. If the school refuse to authorise an absence, parents will be informed. Contact from the parent is essential for the authorisation of absence but the final decision on whether or not to authorise an absence is for the school to make. If the school does not receive notification as to why a child is absent we will endeavour to contact the parents/carers to seek an explanation.

Temple Herdewyke Primary School believes that the involvement of parents is a key factor in addressing attendance issues and will ensure that all parents and carers are made aware of their responsibilities with regard to attendance. It is the aim and expectation of Temple Herdewyke Primary School that all parents will understand that 'in addition to security regular attendance they also have a responsibility to ensure that their children arrive on time, properly attired and in a condition to learn.' (Government guidelines)

Rewards and Strategies

The achievement of pupils with an attendance of 95%+ will be celebrated on a regular basis, as will that of pupils who make significant improvements in their attendance. Reward systems will be reviewed regularly to ensure they are kept fresh, motivational and inclusive. The school will look for every opportunity to raise the profile of the importance of good attendance with pupils and parents. The school aims to help pupils develop their own self motivation for daily, punctual attendance.

Signed:

Dated: