

SKIPSEA PRIMARY SCHOOL

ATTENDANCE POLICY

POLICY AND PRACTICE

Aim

To achieve 96.4% or greater attendance on a termly basis
(LA target 96.4%)

Rationale

Regular attendance at school

- Enables children to maximise their access to the broad and balanced curriculum
- Is a significant factor in ensuring equality of opportunity
- Supports the development of positive attitudes towards school
- Fosters an understanding of the importance of reliability and punctuality in everyday life

The importance of regular attendance is raised as a whole school issue in

- The monthly newsletters
- The school website
- End of each term and Celebration assemblies

Attendance is raised as an issue to classes and individuals

- By the attendance administrator through telephone calls, text messages, letters home or personal contact
- By the Headteacher through telephone calls and personal contact
- By the EWO through personal contact and formal communications

Procedures in place to monitor/address attendance issues:

- Registers monitored daily each morning
- Unauthorised absentees will be contacted by phone or by text message in the first instance, a letter will be posted if unobtainable on the 3rd day
- Trends in absence monitored and inform the SEF
- Those with extended absence/patterns in short term absence identified
- Parents contacted by class teacher/Head teacher/EWO as appropriate – offer advice/support to parents having difficulty getting children to school and ensure understanding of importance of regular attendance
- Governor monitors attendance and punctuality along with Head at least once every term and report presented to Personnel Committee each term.
- Attendance monitoring file in office records attendance at regular intervals during the year for individuals, vulnerable groups etc.
- The school has adopted the Local Authority term time holidays policy and follows the Local Authority procedures in connection to term time holidays.

Rewards for good attendance

- Class teacher praise
- Weekly whole class certificates for best attendance
- Termly individual certificates and prize for 100% attendance
- Annual individual certificates and prize for 100% attendance

Procedures to monitor/reduce late arrivals

- Late book monitored
- Trends identified
- Parents contacted
- Support offered as appropriate eg. drop off early, reward chart, another parent to bring child to school

Registration Procedures

- Registration will be entered electronically by the Class Teacher from 8.45 a.m. – 9.00 a.m. and 1p.m. and sent to the office
- A diagonal line will be used for present and an ‘N’ (No reason yet provided for absence) for absences
- The school office will then monitor registration until the close of registration which is 9.30 a.m. in the morning and 1.30 p.m. in the afternoon
- The code ‘N’ will be used for unexplained absences for a period of 2 weeks whereby if no reason is given during that time the code ‘O’(unauthorised) will be used
- Late arrivals will be added by the attendance administrator and monitored closely. If punctuality doesn’t improve, letters will be sent out to parents/carers. Should the child continue to be late, then a meeting will take place with the parents/carers and, if necessary, action plans put into place

Recording of absences

- Late arrivals will be monitored and recorded separately
- The following symbols will be used to record absences
 - B- Educated off site (not dual registered)
 - C – Other Authorise Circumstances (to be specified)
 - D - Dual Registration
 - E - Excluded
 - G – Extended family holiday (agreed)
 - H – Family holiday (not agreed)
 - I – Illness
 - J - Interview
 - L – Late (before registers closed – from 9.00 a.m. – 9.30 a.m or 1.00 p.m. – 1.30 p.m..)
 - M – Medical/Dental Appointments
 - N - No reason yet provided for absence
 - O– Unauthorised absence (Headteacher to be consulted)
 - P – Approved sporting activity

- R – Religious observance
 - S – Study leave
 - T – Traveller absence
 - U – Late (after registers closed – after 9.30 a.m. and 1.30 p.m.
 - V – Educational visit or trip
 - W – Work Experience
 - X – Non-compulsory school age absence
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- A period of 2 working weeks will be allowed to follow up reasons for absence
 - Notes , records of verbal communication will be input on the electronic system used
 - If contact has not been made on the 3rd day a letter will be posted home (see below)
 - Absence from school for exceptional circumstances, see below, ‘Absence From School For Exceptional Circumstances - Information For Parents’

This policy was reviewed and adopted in the Spring Term 2016 and will be reviewed annually.



Skipsea Primary School,
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Tel. (01262) 468394

Executive Headteacher: Mrs Carole Shiels (BSc)
Assistant Headteacher: Mr Luke Fletcher (MSc)

Date

Address

Dear Parents/ Carers

Re: *Child's Name*

We have been unable to contact you by telephone regarding your child's absence. Please contact the school office as soon as possible.

To keep our registers correct we must have a reason for our files to authorise absences, if the absence is not authorised we must record this as an unauthorised absence

We look forward to hearing from you.

Yours sincerely

Carole Shiels
Headteacher

Absence From School For Exceptional Circumstances Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not an entitlement**. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence From School For Exceptional Circumstances Policy'. Headteachers will not authorise absences if they believe it is to the detriment of a child's education.

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday.

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Penalty Notices

Under the Anti Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases the warning is given on the absence request form and detailed within this information leaflet.

If your request is declined and you still take your child out of school each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

If you believe at any stage that your child's absence from school may leave you liable for prosecution or a penalty notice, it is important you take action without delay to secure their regular attendance.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent without speaking to your child's Headteacher first to obtain prior approval. Headteachers cannot retrospectively authorise absence from school under any circumstance.

Please note the school day is divided into 2 registration periods; for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 session

School Name -

Student Details

Name	Date of birth	Form
Address		

Contact Numbers

Sibling Details of Compulsory School Age (or other children living in the household)

Name	Date of birth	School
Name	Date of birth	School

I request permission for my child to be absent from school: -

First Day of Absence	Date of Return	Total School Days
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Please detail below the reason for you request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents. Please read carefully the Absence From School for Exceptional Circumstances Information for Parents which is attached.

Declaration

*I have read the Absence From School For Exceptional Circumstances Information for Parents and understand I/we will receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

Signed:
(Parent/Carer)

Date:

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -

Number of Authorised Sessions	Number of Unauthorised Sessions	<i>Number of Unauthorised sessions to date:</i>
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Signed:

Position:

Date:

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.