



Learn, achieve, love, believe

**Milnrow Parish
Church of England Primary School**

St James Street

Milnrow

Rochdale

OL16 3JT

Tel:01706 643973

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Headteacher: Ms L J Kirkham
Chair of Governors: Mrs R Hurst

Attendance Policy

DATE:	Spring 2017 -----
REVIEW DATE:	Spring 2019 -----
VERSION NUMBER	1 -----
SIGNED (HEADTEACHER)	-----
SIGNED (CHAIR OF GOVERNORS)	-----

MILNROW PARISH CE PRIMARY SCHOOL

ATTENDANCE POLICY

AIMS:

Reducing absence and persistent absence is a vital and integral part of our Schools work:

- To establish good routines of attendance and punctuality
- To promote children's welfare and safeguarding
- To ensure every pupil has access to the full-time education to which they are entitled
- To ensure that pupils succeed whilst at school
- To ensure that pupils have access to the widest possible range of opportunities when they leave school.

High attendance and punctuality are essential if a child is to make the most of their time at school. We encourage high levels of attendance as regular absence will have a detrimental effect on a child's education. We also encourage punctuality, as late arrivals during teaching time can also affect the child's learning and seriously disrupt lessons.

BROAD GUIDELINES:

Roles and responsibilities (in respect of attendance, absence and punctuality) are as follows:-

- Governors – monitoring through regular review meetings and Head Teacher's termly reports.
- Head Teacher – monitoring through discussions with parents, class Teachers and the administrative assistant.
- Administrative Assistant - to inform the Head Teacher of children who are persistent absentees and who are repeatedly late and to maintain an accurate register of attendance.
- Pastoral Officer – to carry out home visits if there is no contact from parents or there is a current concern about the family.
- Pupils - encouraged to attend and to be punctual.
- Parents - to ensure that their children attend regularly and on time.
- If a child is absent, parents/guardians are asked to contact the school (either by leaving a message on the dedicated absence line, sending a text or speaking directly with the school). If no communication is made, the administrative assistant will contact the parents/guardians of the child to find out the why the child is not in school. Home visits may then be made.
- The Governing Board have decided that generally no absences taken during term time will be authorised. This means that the school does not approve any absence and will be recorded as unauthorised in the child's attendance record. Leave may be authorised in extreme exceptional circumstances.
- All parents/guardians are required to complete a pupil leave of absence form before taking any term time absence. They agree that the absence will be recorded as unauthorised.
- If the child has poor attendance, the parent will receive a letter stating that no absence due to illness will be authorised without medical evidence such as a doctor's note. The absence will be recorded as an 'O'. If evidence is received the code is amended to an 'I' which will then be an authorised absence. A list of such children is kept and monitored termly.

- If a child has a minimum of 20 sessions (10 school days) lost to unauthorised absence (including holidays) then they will be subject to a potential penalty notice being issued to BOTH PARENTS. An unauthorised leave referral form is completed by the school and sent to Rochdale Borough Council who will then issue the relevant penalty notice. Failure to pay Rochdale Borough Council during the 28 day timescale will increase the fine and may then be listed for Court.
- The doors open at 8.45am and the school day starts at 8.55am. If a child arrives after 8.55am, the child will report to the school office before proceeding to class and collect a green late pass. The parent/carer must sign the child in the late book with the reason for lateness and time of arrival. If the child arrives between 8.55am and 9.15am administration staff will mark an 'L' against the child's name and alter the dinner register accordingly. If the child arrives after 9.15am, a 'U' will be marked against the child's name. This lateness becomes an unauthorised absence.
- The Pastoral Officer and/or EWO will be consulted where concerns are raised over a specific child in relation to lateness, absence, hunger and any worries about the child's welfare or home environment. The school will check daily if any child is absent from school and carry out home visits if necessary. If there is no satisfactory response forthcoming, the issue will be passed to the EWO to deal with.
- Every effort is made to locate a child who is absent from school. This includes telephone calls, letters and visits to home if possible. Regular contact is made with the Children Missing in Education team (CME). After 4 weeks a referral is made to the CME team and the child can be taken off roll.
- Parents must inform the school of changes of address, or family circumstances, so that school reports, information concerning parent/governor elections etc. may be despatched to the appropriate address. Data collection sheets are sent out as required by the Data Protection Act 1998 at the start of each new term to check the accuracy of the information on SIMS. Absent parents have legal rights to be consulted, to have reports sent and information given. We must ask regularly for information about orders in place concerning the child. Family Court Orders, Support Services contact with the family.
- Good attendance and punctuality is rewarded. Children with 100% attendance are awarded with a certificate and a prize at the end of the summer term. The class who has the best attendance each week is given the best attendance trophy to keep in class for the duration of the following week.
- Parents/carers have a right to see the file of their child. They should contact the Head Teacher and be informed that a 15 days period may be required before the file will be available for inspection.
- If any party is unhappy about aspects relating to attendance, absence or punctuality, a formal complaint must be made to the Head Teacher. The Head Teacher will deal with each case individually. If there is still no satisfaction, the party may then complain to the Governing Board. Ultimately, the case may be referred to the Education Authority.



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Leave of Absence Request Form

The Legal Regulations

The Governing Board have decided that no absences taken during term time will be authorised. This means that all absences will be recorded as unauthorised in your child's attendance record.

No children will be granted leave of absence during Phonics or SATs testing.

This request must be completed prior to any term time absence.

No of Days Requested

Name of child _____

Reason for absence _____

Date of first day of absence _____

Date of first day returning to school _____

I understand that if my child has a minimum of 20 sessions (10 school days) lost to unauthorised absence then we are subject to a potential penalty notice being issued to **BOTH PARENTS.**

Signature of Parent/Guardian _____

Date _____

Office Use Only:

Request acknowledged as:

Authorised _____ Unauthorised _____

No. of days already taken _____ Attendance % _____

Date request received in school _____

Request checked by: _____ Head Teacher





The Education (Penalty Notices) (England) Regulations 2004

To Address Poor Attendance at School

The Headteacher of the School/College must complete this form.

It will be used in the consideration of issuing a penalty notice under the above Act relating to unauthorised absence of a registered pupil at the school.

I certify that, _____ date of birth _____ is a registered pupil of compulsory school age, on roll at _____ School.

This pupil has had unauthorised absences from school which comply with Rochdale Borough Council Penalty Notice Criteria.

The pupil has had _____ sessions (a minimum of 20 sessions /10 school days please delete after completion) lost to unauthorised absence between the dates of _____ and _____.

The person(s) with parental responsibility for this pupil are:

1. First name _____ Family name _____ (Mrs/Ms/Mr)

Address _____ Post Code _____

2. First name _____ Family name _____ (Mrs/Ms/Mr)

Address _____ Post Code _____

Others with parental responsibility and/or care and control are:

1. First name _____ Family name _____ (Mrs/Ms/Mr)

Address _____ Post Code _____

2. First name _____ Family name _____ (Mrs/Ms/Mr)

Address _____ Post Code _____

Declaration

I am the Headteacher of the school named above. I hereby certify that the information given in this form is true to the best of my knowledge. The information has been extracted from the school's register of attendance, which can be made available to confirm it is an accurate record.

Date: _____

Signature _____ Name (printed) _____

Please send this form fully completed and attach copies of letter(s) sent to parent(s)/carer(s) informing them that the absences will no longer be authorised by school to:

Business Support Officer Enforcement, Education Welfare Service, Floor 4, Number One Riverside, Smith Street, Rochdale OL16 1XU