



All Saints C of E Infant School Tilford

Attendance Policy

Coordinator responsible for this policy
In consultation with Staff and Governors

Mrs Sara Bedford

Date adopted

January 2018

Review date

January 2019

The staff of All Saints C of E Infant School are committed, in partnership with the parents, pupils, governors, the Local Education Authority, to building a school which serves the community commendably, and of which the community is proud.

The school staff, alongside the LEA, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Each year there are only 190 statutory school days in school or 380 registration sessions.

This means there are 175 days, (weekends and holidays), for shopping, birthday treats, non urgent medical appointments, dental appointments and holidays.

If a child misses 16 days of school in a year – then they are out of school more than they are in school.

If a child misses a day a week for their entire school life – it is equivalent to missing 2 years of school.

Poor attendance can have a direct effect on GCSE outcomes.

% attendance	% absence	= days missed	Approx GCSE grade dropped
100	0	0	0
90	10	19	1
80	20	38	1-2
70	30	57	2-3
60	40	76	3-4
50	50	95	4-5

Expectations

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- discuss promptly with their class teacher or the head teacher any problems that deter them from attending school.

We expect that all parents/carers will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school promptly whenever any problem occurs that may keep the child away from school.

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every pupil's attendance;
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence;
- follow up all unexplained absences;
- encourage good attendance;

- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LEA's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the Education welfare officer;
- meet, where possible, the requirements of the UN Convention - The Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them.

Leave of Absence

Parents have a legal responsibility to ensure their children attend school. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The headteacher is also required to determine the number of school days a child can be away from school if leave is granted. If parents wish to apply for leave of absence they must collect a form from the office or download a form from the website, complete it and return it to the headteacher. The headteacher will return the form with a decision within three days. Holidays are not considered to be an exceptional circumstance and will not be authorised. From September 2014 the school will adopt a fining system for unauthorised absences in line with the other schools in the area. If a pupil has accumulated a total of five days of unauthorised absence during the school year then a Fixed Penalty Notice will be issued to the family as described below.

Penalty Notices

The Education Welfare Service (EWS), acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Fixed Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Fixed Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Lateness

Please note that, if pupils arrive after the school start time they will be recorded as late. School registers are closed 15 minutes after the school start time (09:10) and pupils arriving after this time will be recorded 'as late after close of register' which counts as an unauthorised absence for that session. The pupil's name will be recorded in line with school procedures (listed for that day in the Late Book) in case of emergency procedures/fire drills etc.

Encouraging Attendance

All Saints Infant School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without an explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill;
- by publishing and displaying attendance statistics;
- by celebrating good and improved attendance;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education welfare if the irregular attendance continues.

Responding To Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no email or telephone call is received from the parent/carer by 11 a.m. the school will endeavor to contact them that day.
- If there is no response, the school will continue to try to contact the parent/carer. If by the end of the second day, there has still been no contact made the school will send an email/ letter of concern to parents/carers or invite them into school to discuss their concerns. The school will tell parents that if the absence persists that a referral will be made to the EWS.
- Failure to comply with the expectations set by the EWS may result in further action, an application for an Education Supervision Order, or court prosecution.

Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform our school staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the EWS.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

Head Teacher and Governors to:

- adopt the whole policy;
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- initiate a scheme for contacting parents on the first day of absence;
- consult and liaise closely with the EWS on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- to work in close collaboration with the EWS during their termly/half termly register analysis;
- institute an attendance award scheme with assemblies, certificates and rewards;
- monitor and evaluate attendance with the EWS.

Class teachers:

- to complete registers accurately and punctually at least twice daily;
- to follow up any unexplained non-attendance;
- to record all reasons for absences in the register;
- to inform the headteacher of concerns;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the headteacher.