



Signed Staff:

Date:

Signed Governor

Date:

# Anlaby Primary School

*"Ambitious, Proud, Successful"*

## Attendance Policy

### Vision Statement

'We encourage all our pupils to aspire to the highest levels of academic, social and physical achievements so they will develop independence and confidence and fulfil their true potential, making a positive difference to the lives of others'

### Rationale

At Anlaby Primary School, we believe that regular attendance is key to children achieving their full potential. In law, every parent of a child of compulsory school age has a duty to ensure that their child attends full-time education (Education Act 1996). Full time education consists of attendance of 190 days, 380 sessions, during the school year from 1st September to 31<sup>st</sup> August.

This policy has been developed using the DfE guidelines on attendance and the East Riding Education Welfare Service, and in accordance with the East Riding Attendance and Behaviour Policy which the Governing Body of this school adopted in 2010.

### Aims

We aim to support all of our pupils so that they can achieve a maximum level of attendance, and we will ensure the safety of all pupils by recording attendance and lateness. We work closely with the East Riding Education Welfare Service to promote good attendance. Our aim is to achieve an overall school attendance of 95% per term.

### Procedures

#### 1. The school

- Attendance is actively promoted by the school.
  - Those children who have a 100% attendance each term will be awarded a certificate in assembly. If they manage 100% attendance for the full year they will receive a certificate and a prize.
  - The class with the best attendance each week will be rewarded with 5 minutes extra playtime.
- A register of attendance is kept at the beginning of each morning and afternoon session using the Scholarpack Attendance computer programme. Computerised records of attendance will be updated on a daily basis.

- Attendance and absence will be recorded using the DfE codes (see appendix)
- Lateness will be recorded as an 'L' before the register closes at 9.15am and 1.25 pm and a 'U' after the registers officially close at 9.15am and 1.25pm.
- If parents do not make contact with the school then the Admin staff will phone them by 10.00am to ascertain why their child is not at school.
- In accordance with the Attendance and Behaviour Policy, the Education Welfare Service may issue a Fixed Term Penalty Notice if a pupil has 10 unauthorised absences in any one week.
- All children's attendance will be monitored regularly.
  - For all children whose attendance falls below 95% they will be monitored on a weekly basis.
  - For those children whose attendance falls below 93% a letter will be sent inviting the parents in to school to discuss ways in which attendance can be improved.
  - If there is no improvement to the child's attendance the EWO will be informed and further action may be taken.
- A copy of the Attendance and Behaviour Policy is included for parents' information in the school's prospectus pack.

## 2. Parents/Carers

- It is the responsibility of the parent/guardian to ensure that their child attends school regularly and is on time.
- If a pupil is absent, parents should contact the school as soon as possible on the first day of absence either by telephone, letter, text or in person to the school office.

## 3. Education Welfare Service

- The school liaises with the service on a regular basis.
- The school can request that the Education Welfare Service issue a Fixed Term Penalty Notice.

### Absence from School for Exceptional Circumstances

The school is committed to working with all other East Riding schools in the East Riding and the East Riding of Yorkshire Council to reduce the number of school days missed due to term time holidays. The Governing Body has accepted the East Riding of Yorkshire's Absence from School for Exceptional Circumstances Policy which is supported by the East Riding of Yorkshire's Primary School Behaviour & Attendance Partnership.

The policy is as follows:

Time off from school for family holidays is not a right.

As from September 2013 there is no longer provision in law for Head teachers to authorise absence from school for the purpose of a term time holiday.

Parents can request absence from school for exceptional circumstances and will need evidence, these would include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Evidence: A letter stating the facts above from the Service Welfare Officer.

2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.

Evidence: A letter from a medical professional stating this is their recommendation.

3. The death or terminal illness of a closed family member.

Evidence: Notification to the Head teacher

4. To attend a wedding or funeral of a person close to the family.

Evidence: Wedding invitation or a case put forward to the Head Teacher.

5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Head teacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Head teacher and will make a recommendation to the referring school.

Absence will not be authorised under any circumstances:

- In the first 6 weeks of any academic year;
- Year 6 transition days;
- Year 6 assessment weeks.

Parents are advised that they do not plan for their child to be absent without speaking to their child's Head teacher first to obtain prior approval. Head teachers cannot retrospectively authorise absence from school under any circumstance.

The school day is divided into 2 registration periods; for example if a child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

Consequences of taking an unauthorised absence

For each child taken out of school for 10 unauthorised absence sessions, each parent within the household will be issued with a £60 penalty notice by the Education Welfare Service. If the penalty notice remains unpaid after 21 days, it will increase to £120. If after 28 days it remains unpaid, then the Educational Welfare Service will ensure that the parent(s) may be summoned to appear before a Magistrate to explain why their child has unauthorised school absences. A fine up to £1,000 may be imposed.

To be reviewed Autumn 2020

## Appendix 1

### DCFS Attendance Codes- Description and Meaning

/ \ Present at registration

B Educated off site (not dual registration)

C Other authorised circumstances (not covered by another appropriate code/description)

D Dual Registered (i.e. present at another school or PRU)

E Excluded but no alternative provision made

G Family holiday (not agreed or sessions in excess of agreement)

H Agreed family holiday

I Illness

J Interview

L Late but arrived before the register closed

M Medical or dental appointment

N No reason for absence provided yet

O Other unauthorised absence (not covered by codes or other descriptions)

P Approved sporting activity

R Day set aside exclusively for religious observance

S Study leave

T Traveller absence

U Late after registration closed

V Educational visit or trip

W Work experience (not work based learning)

X Un-timetabled sessions for non-compulsory school-age pupils

Y Partial and forced closure

Z Pupil not yet on roll

# School closed to all pupils.

## Appendix 2- Procedures to Promote Attendance

- Attendance below 93% - Head Teacher to send a letter home stating concern and need for child's attendance to be improved.
- Attendance below 90% with no improvement- letter to parent(s) informing parent(s) of Educational Welfare Service involvement and asking them to arrange to discuss issue with Head Teacher.
- High concern over attendance- Referral to Educational Welfare Service.
- Ultimately, this may result in the issue of a Penalty Notice.