



# All Saints CE First School Attendance Policy

Summer 2018

**This checklist is based on the Department for Education document  
'School Attendance: statutory guidance and departmental advice' October 2014**

**Principles:**

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, and support for children with medical needs.
- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

**School Responsibilities:**

- We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately.
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

**Parents or Carers Responsibilities:**

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day.
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance.
- Encourage good routines at home which promote a healthy lifestyle including enough sleep.
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances.
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness.
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

### **The importance of good attendance and its link to attainment:**

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. (February 22<sup>nd</sup> 2015 Department of Education). The research is based on data from all schools in England going back several years.
- The results are very clear – missing even small amounts of time from school can have a significant effect on achievement.
- For example, at the end of the 2012/13 Academic year 94% of pupils who were present all the time achieved 5+ GCSE A\* - C or equivalent. Where attendance dropped to between 85 and 90% only 75% of pupils achieved these results. This equates to an absence of around 1 week per year during Years 10 and 11 and clearly illustrates the impact of attendance on attainment.
- The same pattern is also seen at primary school level, where pupils missing up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve level 5 or above in reading, writing or maths tests than those with no absence.

### **Admissions Register:**

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

### **Elective Home Education:**

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority via Entrust at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk) of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

### **Attendance data and targets:**

The Local Authority does not prescribe individual school targets for attendance or persistent absence, however, All Saints CE First School sets itself an attendance target of 96%.

### **Definition of persistent absence:**

If your child has had 20 sessions of unauthorised absence or is late 10 times over a 12 week period, excluding school holidays, you may receive a penalty warning notice and also potentially a fine. These absences/late episodes do not have to be consecutive.

### **Leave of absence during term time:**

Parents need to complete a 'request for leave during term time' form. Parents are informed of the Head teacher's decision by letter. Requests are not authorised unless the absence is an exceptional circumstance. A penalty notice may be issued if leave is taken without prior authorisation from the Head Teacher in line with Staffordshire County Council's Code of Conduct for issuing fixed penalty notices, link in appendices.

The Penalty Notice fine could be £60 per parent, per child if paid within 21 days, rising to £120 per parent, per child if paid between 21-28 days. If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

### **School Specific Procedures related to:**

- Notifying school that a child is absent and for what reason - Parents must provide medical evidence for doctors/dentist/hospital appointments.
- First day contact systems - If a child is ill or will not be attending school for a specific reason parent must inform the school office on the first day of absence by 9.30am. If parents do not contact the school, the office will carry out the first day contact and will text the parent for a reason for their child's absence. If no reason is received by the school it will become an unauthorised absence.
- Registration times and procedures related to lateness – morning register takes place at 8.55am and will close at 9.00am. Registers are then sent to the office, 9.20am will be the cut-off point; after this a late child will be deemed absent until a reason for absence has been provided. Registration is repeated for the afternoon session at 1pm.
- A child will be marked late after registers close after 9.20am. 10 late marks after registers close, whether consecutive or not, in any period could lead to a penalty fine. Codes which will show on your child's report are as follows:
  - /&\ = present mark
  - L = late mark (9.00 -9.20am)
  - N = Reason for absence not yet provided
  - U = Arrived in school after registration closed (after 9.20am)
  - O = Absent from school without authorisation (if the school hasn't received the reason for the absence within 7 days).
- Home school agreements – signed by parents and kept on file.
- Procedures for reporting to Governors regarding school attendance data, policy and procedures – done termly through Headteacher report to Governors and policy received and approved when necessary

- Involving other agencies – the Local Authority must be informed of the absence of any child for a continuous period of 10 days or more without school's permission but school should involve the Local Support Team and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern.
- Responsibilities and arrangements for information sharing, safeguarding and complaints procedures if an alternative external agency is used by the school to support pupil attendance - HT will contact EWW if they have any concerns regarding a child's absence.
- Medical or dental appointments – proof of appointments are required otherwise the absence may be marked as unauthorised.
- Leave of absence during term time – Parents need to complete a 'request for leave during term time' form. Parents are informed of the Headteacher's decision by letter. Requests are not authorised unless the absence is an exceptional circumstance. A penalty fine request will be referred by the Headteacher to Families First if a request of more than 10 days (20 sessions) are requested by the parents and are unauthorised. Full details are provided in the guidance notes on the back of the request for leave during term time form. See Staffordshire County Council Code of Conduct for issuing fixed penalty notices, link in appendices.
- Monitoring and analysis of attendance data – this ensures appropriate action is in place to encourage good punctuality and attendance for all pupils including vulnerable groups. Monitoring is carried out by the Headteacher and EWW each half term. If attendance falls below 93% a letter is sent to the child's parent.
- If your child has had 20 sessions unauthorised absence or is late 10 times over a 12 week period, you may receive a penalty warning notice and also potentially a fine.
- Useful Contact Details – Headteacher email: [headteacher@allsaints-leigh.staffs.sch.uk](mailto:headteacher@allsaints-leigh.staffs.sch.uk); office email: [office@allsaints-leigh.staffs.sch.uk](mailto:office@allsaints-leigh.staffs.sch.uk)
- A copy of the revised Code of Conduct for issuing penalty notices can be obtained from the county councils website: <https://www.staffordshire.gov.uk/education/welfareservice/Attendance/Code-of-Conduct-From-1.1.2018.pdf>

### Legal Framework:

- The Education Act 1996 ;
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011. ;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010



