



The White Peak Federation

Monyash CE Primary school

Winster CE Primary school

Policy document



Attendance Policy

Drafted:	2017	
Adopted by Governing Body:	October 2017	
Reviewed and Approved	11 October 2017	JGC 11 October 2017 Minute No 9
Review Date		

Attendance Policy

Winsters and Monyash Primary Schools expect all children on roll to punctually attend school every day, when it is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance and punctuality is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which children are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

Arrival and registration

- All children should be ready for registration by 9.00am (8.35 at Monyash) each day although children are entitled to enter school from 8.45am. (8.25 at Monyash) The register is taken twice a day at 9.00am (8.35 Monyash) 1.00 (12.50 Monyash). A day counts as 2 attendances.
- Morning registration ends at 9.10am. (8.45 Monyash)(If a child arrives after the registration period, he/she will be marked in as late.

Illness and medical appointments

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- The school office should be informed each more of a child's absence from school.

Definitions

- **Authorised absence** – An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. For example, if a child has been unwell and the parent/carer writes a note or telephones the school to explain the absence. Only the school can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences supported by parents/carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.
- **Unauthorised absence** – An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

If a child is absent

- When a child is absent, the class teacher will record the absence in the register.
- The school office will endeavour to contact the parent/carer, if no message has been received regarding the reason for the absence.
- Parents/carers are, however, expected to email or telephone the school by 9.00am on the morning of the day of absence.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school office in liaison with the SENCO will then be in contact straight away with the parent/carer and where relevant external agencies, in order to check on the safety of the child.

The Education (Pupil Registration) Regulations

Section 8(1) 'Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school'. Section 8(3) of this act gives the school discretionary powers to grant leave of absence for the purpose of annual holiday during term time.

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Long term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated absence

- Unauthorised absences remain on the child's record and may be reported to the Multi Agency team (MAT) Attendance and punctuality are monitored by the MAT and the school. If a child has a repeated number of unauthorised absences, the parents/carers will be asked to visit the school and discuss the problem.
- A member of the MAT team may also visit the home and seek to ensure that the parents/carers understand the seriousness of the situation.
- The LA has the right to consider taking legal action against any parents/carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Promoting good attendance and punctuality

The school promotes good attendance and punctuality with all its stakeholders.

- Whole school attendance percentages are reported to parents/carers at least half termly in the school newsletter.
- All parents/carers have access to a copy of the Governing Body approved Attendance and Punctuality Policy.
- All parents/carers are annually given a school produced information leaflet on the importance of regular attendance and punctuality.

Monitoring and review

- It is the responsibility of the Governing Body to monitor overall attendance and punctuality.
- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- Governors will therefore examine closely the information provided to them, and seek to ensure that the school's attendance figures are as high as they should be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance and punctuality in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents/carers.
- Half termly monitoring will look at the attendance of the whole school, of each class, and, of different groups of children.
- Individuals who are below 95% are monitored closely, and any pupils with attendance of less than 85% in a term are subject of an Attendance Review with Mrs Slack and their parents/carers. Following this, an action plan is drawn up, and a review done after a further 6 weeks. Immediate referral to the MAT then takes place if no improvement or effort to improve is seen.

Signed _____

Minute Number _____