



The Equals Trust Policy for Attendance

Adopted : November 2017

Review : November 2018

Signed.....(Chair Governing Body)

Signed.....(Head Teacher)

Signed.....(Chair of Trust Board)



Equals Trust

Attendance Policy

Aims

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government targets.

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Expectations

We expect that all pupils will:

- attend school every day
- attend school punctually
- attend appropriately prepared for the day
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.
- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school **daily** whenever their child is unable to attend school.

Examples of absences

Authorised absences:

- genuine illness of the pupil
- hospital/dental/doctor's appointment for the pupil
- major religious observances
- visits to prospective new schools
- external exams or educational assessments
- parents are service personnel who are prevented from taking holidays in school holiday time
- parents are subject to strict and un-negotiated holiday rota and evidence is provided from their employer to this effect

Unauthorised absences including, but not limited to:

- shopping /day trip / visit to a theme park
- holidays
- a birthday treat
- oversleeping due to a late night
- looking after other children / other family member
- appointments for other family members
- remaining at home when another family member is ill

We encourage parents, where possible, to make appointments at the beginning or end of the school day. If a child has an appointment in the middle of the day they must attend before and after the appointment when possible.

The school will:

- provide a welcoming atmosphere,
- provide a safe learning environment,
- provide a sympathetic response to any child's or parent's concerns,
- keep regular and accurate records of AM and PM attendance and punctuality,
- monitor individual child's attendance and punctuality,
- contact parents when a child fails to attend and where no message has been received to explain the absence,
- follow up all unexplained absences to obtain explanations from parents/carers,
- although parents/carers may offer a reason, only the school can authorise the absence,
- in the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested,
- encourage good attendance and punctuality through a system of reward and recognition,
- make initial enquiries regarding pupils who are not attending regularly.
- monitor and support school attendance and punctuality,
- refer irregular or unjustified patterns of attendance to the Local Authority Targeted Support Department, if school support does not bring about the

necessary improvement in attendance.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 9.00am and pupils who arrive after 9.10am will be recorded as late to school. Registers close at 9.20am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken at 1.00pm
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

Pupil Leaving During the School Day

During school hours the school staff are legally in loco-parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving and the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return at the school office.
- Where a pupil is being collected from the school, parents/carers are to report to the school office before the pupil is allowed to leave the site.

Leave of Absence

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will **NOT** be authorised. The headteacher and governors have determined that the school will follow the Nottinghamshire Code of Conduct for attendance. Warning Letters and Penalty Notice Fines may be issued as follows:

Persistent Absence

Once a child has reached 3 days (6 sessions) unauthorised absence over a 6 week rolling period, the school can, at the discretion of the headteacher, request the Local Authority to issue a warning letter. The letter will make it clear that any further absence may result in the

issuing of a Penalty Notice to each parent for each child to whom persistent absence applies.

The monitoring period for warning letters will be 12 weeks where the school will make every effort to support the child and family to improve their attendance.

If the unauthorised absence persists and then rises to 5 days (10 sessions) over a 6 week rolling period then the school can, at the discretion of the headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom persistent absence applies.

In these cases the Local Authority may also consider what services or measures may be provided to prevent or reduce further unauthorised absence including support and interventions through the Family Service.

Holidays During School Term Time

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period, then the school can, at the discretion of the headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

Persistent lateness

Where a pupil is persistently late for 10 separate instances over a period of six school weeks and where these are signified as a "U" in the attendance register, the school can, at the discretion of the headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The penalty is set at £120 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts the sum is reduced to £60.
- Penalty notices are issued to **each** parent, for **each** child.
- All monies are collected by and retained by the Local Authority.

Changing Schools

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

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school. In the event that

the school has not been informed of the above information, the family will be referred to the local authority.

Appendix One

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

Term-time holiday

The **Education (Pupil Registration) (England) Regulations 2006** currently allow headteachers to grant leave of absence for the purpose of a **family holiday** during term time in “special circumstances” of up to ten school days leave per year.

Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Appendix 2

Attendance impact on progress

School attendance is a priority for our school and we are constantly monitoring pupil attendance.

We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%	<i>Above 97%. Less than 6 days absence in a year: Pupils with this attendance should achieve the best they can, leading to the best possible start in their education. Attendance is excellent</i>
95%	<i>95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared to make good progress.</i>
90%	<i>90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.</i>
85%	<i>85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.</i>
80%	<i>80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.</i>