

ATTENDANCE POLICY – May 2017

All Saints' School and Emscote Infant Schools are committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. The Schools do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible. Our Schools will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Objectives

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise occurrences of absenteeism
- To acknowledge a successful record of attendance
- To ensure a consistent approach throughout the School
- To make attendance and punctuality a priority for those associated with the school including pupils, parents, teachers and governors.
- To provide support, advice and guidance to parents and pupils

Statutory Duty

The Education Act 1996 Section 7 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.

"By law, all children of compulsory school age must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide an effective education".

If a child who is of statutory age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

Roles and Responsibilities

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Procedures

- Marking of registers is open from 8.45 a.m. and closes at 9.05 a.m. Any child arriving after 8.55 a.m. will be marked as 'L' – 'late before registration closed'. The number of minutes late will also be recorded. Therefore it is imperative that children are in school before 8.55a.m.
- Any child arriving after 9.30 a.m. will be marked as 'U' – 'late after registration closed', unless notification of a medical appointment has previously been given.
- Punctuality issues will be followed up with parents.
- Staff are issued with guidance on the accurate completion of registers.
- There is an expectation for the prompt collection of children at the end of the school day.
- Persistent lateness in collecting children will be followed up with parents.
- There is daily contact between parents and Schools when a child is absent.
- There is clear guidance on authorised and unauthorised absence.
- There are processes for the re-integration of pupils who have had an extended absence.
- Schools may liaise with the Attendance and Compliance Enforcement Service (ACE) concerning pupils with emerging attendance problems where attendance has fallen below 95% - attendance is reported on termly to the Headteachers or more frequently if a concern has been raised.
- Annual reports to parents include a record of their child's attendance.
- The Headteacher's termly report to Governors records the attendance figures for the academic year to date.
- The Attendance Governor will monitor attendance every half term.
- The school uses all communication options to inform parents of attendance information in school documentation e.g. the prospectus, parents' evening, reports, home school agreements.

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice. Appendix A – Leave of Absence Form.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Monitoring and Evaluation

It is important to set realistic targets; these targets will be set in consultation with the Local Authority (LA). The schools will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- Attendance has improved
- Punctuality has improved
- Parental response to absence has improved
- Re-integration plans have been successful
- The schools have been successful in raising the profile of attendance within the school, governing body and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in school assemblies, Personal, Social and Health Education (PSHE) lessons, or as a theme for any other lessons.

Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Reporting missing children to the LA
- Recording carefully, all telephone messages and retaining these, e-mail messages and parental letters of explanation for a minimum period of one year.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole school.