



FRANCHE COMMUNITY PRIMARY SCHOOL & TOTS@FRANCHE Policies & Procedures

Title: ATTENDANCE POLICY 2016-18

DOCUMENT MANAGEMENT

This document was **adopted** by Governors on 19th July 2016.
This document is subject to review in July 2018.

For clarity throughout this policy the words Franche Community Primary School, school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: TOTS@Franche, Holiday Club and Breakfast/After School Club.

AIMS

Our Attendance policy aims to:

- Support pupils and their parents/carers in achieving 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;
- Enable pupils to progress confidently and with continuity throughout the school;
- Make parents/carers aware of their legal responsibilities regarding regular attendance;

Being at school

School education lays vital foundations in a child's life. Research proves the link between regular school attendance and educational progress and attainment. We want to work in partnership with parents/carers to make pupils' experience positive and thereby enable them to make a success of their education and realise their full potential. We encourage parents/carers to ensure their child achieves maximum possible attendance and that any problems are identified and acted upon promptly. It is the responsibility of parents/carers 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 ahead
- Discuss any problems promptly with school that may affect their school attendance.

We expect that all parents/carers will:

- Ensure regular school attendance;
- Ensure that their child arrives at school punctually and suitably prepared for the day;
- Contact the school as early as possible on every day when their child is unable to attend unless a set period of absence has been notified in advance

Examples	Authorised absences	Unauthorised absences
	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Shopping/day trip/visit to theme park/birthday treat:• Oversleeping due to late night• Looking after other children/other family member• Appointments for other family members• Keeping the pupil off with minor ailments such as a headache or slight cold

- Contact the school promptly in the event of any issue that may keep their child away from school.
- In the case of illness keep the school informed of the pupil's condition, ensure a prompt return to school following illness and follow up the absence with a written explanation of the absence;
- Notify the school of any home circumstance that may affect the behaviour/learning of their child;
- Notify the school immediately of any changes to contact details.
- Work with the school to improve lateness and attendance.

We will:

- Provide a friendly, nurturing and welcoming environment.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Communicate clearly the attendance procedure and expectations of the school.
- Maintain regular and accurate attendance and punctuality records and monitor individual attendance and punctuality.
- Contact parents/carers by telephone where office staff have not been made aware of the reason for a pupil's absence. This is the first day phone call and will be recorded on SIMS.
- Follow up unexplained absences and obtain explanations from parents. Where no such explanations are forthcoming within a reasonable time the absences will be recorded as unauthorised;
- Request medical evidence if the school considers it necessary to support long term or frequent absence due to medical conditions or ill health;
- Encourage good and regular attendance and punctuality through a system of reward and recognition;
- Meet periodically with the Educational Welfare Officer (EWO) to monitor and support school attendance and punctuality.

Registers, Punctuality and Lateness

Being on time for school matters and is an important life skill. Lateness causes disruption to the learning of all pupils and is not a good start to any pupil's day. The main playground is supervised from 8.30am onwards and the school doors are open from 8.40am until 8.50am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.50am and pupils who arrive after 9.00am will be recorded as late for school.
- The school doors will be shut at 8.50am and any pupil arriving after this time must come into the building via the main office, where they will be entered into the late book.
- Registers close at 9.15am and after this time lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Persistent lateness may be referred to the EWO.

Pupils leaving during the school day

During school hours the school staff are in loco parentis and must know where the pupils are during this time.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time. If appointments need to take place within school time the pupil should be collected and then returned promptly to school after the appointment.
- Parents are requested to confirm in writing, by letter or e-mail, the reason for any planned absence, the time of leaving and the expected time of return;
- Pupils must be signed out on leaving the school and must be signed back in on their return;
- Where a pupil is being collected from school, parents are to report to the school office before the pupil is allowed to leave the site.

Leave of Absence

The School holiday dates and the 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 possible as the school have agreed these, but may be subject to change.

- The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state:
Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application
- In line with government requirements any leave of absence during term time will **NOT** be authorised except in exceptional circumstances. There are approximately 195 school days (390 sessions) a year which pupils are expected to attend. There are approximately 71 days (142 sessions) of school holidays amounting to over 13 school weeks and School expects that holidays are taken during this period.
- Any leave of absence during term time must be requested by the completion of the leave of absence application form, available from the school office. This form must

be completed and submitted for consideration by the Head Teacher on behalf of the governors no less than 4 weeks prior to the requested date.

- Teachers plan their lessons to take place during term time and are under no obligation to supply work if a pupil is taken out of school during term time.
- If the school does not authorise a leave of absence but the parents still take the pupil out of school, or if the pupil is kept away for longer than was communicated, the absence will be coded as unauthorised. In accordance with government regulations the school is unable to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence will be recorded as unauthorised.

Penalty Notices

Penalty Notices may be issued if

- Leave of absence is taken without authorisation or
- If a parent/carer fails to ensure regular school attendance or
- If parents/carers who have been identified as failing to secure their child's regular school attendance are not engaging with supportive measures to improve school attendance proposed by the school or the EWO.

Penalty Notices for Holidays

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

- The Head Teacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for more than 5 or more day's holiday or leave of absence without school authorisation.
- As of the 1st of September 2013 the amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid between 22 and 28 days.
- If the Penalty Notice is not paid **each** parent may be liable to prosecution at the Magistrates Court and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1000 plus costs.
- Penalty Notices are issued to each parent for each child.

Failure to ensure regular school attendance

We regularly review attendance data in consultation with the local authority and the EWO and any parents whose children are identified as a cause for concern will be invited to attend a meeting to explore the absences and, if appropriate, to offer support. If there is no improvement in school attendance there may be a referral to the Education Investigation Service.

Changing Schools

It is important that if families decide to send their child to a different school that they inform Franche Community Primary School 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 Tracking Officer and Education Welfare.

Governors

It is the Governors legal responsibility to monitor and evaluate attendance and the school's attendance figures are presented to the Governing Body on a termly basis.

Signature:

Date:

Chair of Governors: Mr L Wright