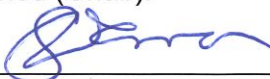

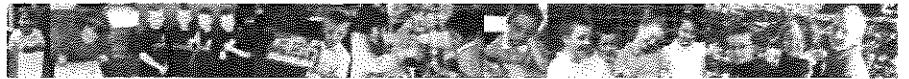
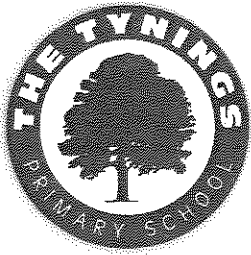




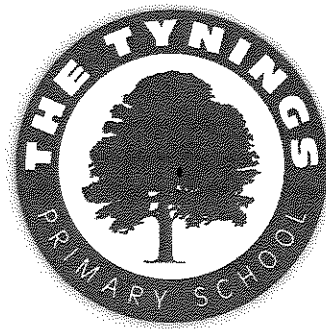
ATTENDANCE POLICY



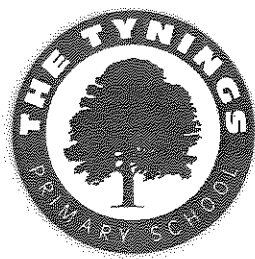
Signed (Chair): 	Name: S. WALKER	Date: 27/2/18
Signed (Head): 	Name: L. HAYDON	Date: 27.2.18
Ratified: by Governing Body on 27 Feb 2018		Next Review: 2020



ATTENDANCE POLICY

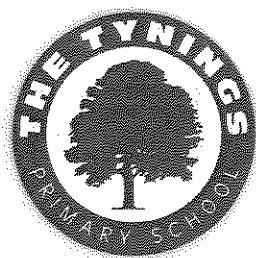


Signed (Chair):	Name:	Date:
Signed (Head):	Name:	Date:
Ratified: by Governing Body on		Next Review:



CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	January 2017	New policy document.	S Botten
2	February 2018	Policy reviewed & minor amendments made.	L Haydon



1 Rationale

Regular attendance at school enables each pupil to fulfil her/his potential at all levels and represents a maximisation of educational potential within the community. Research links attendance with achievement, indicating that even occasional broken weeks can have a negative effect. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. In promoting good attendance it is also hoped that this will lead to the development of habits of good attendance and punctuality for the future. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

2 Purposes

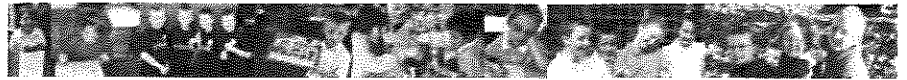
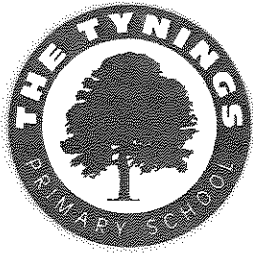
- 2.1 To ensure that parents/carers understand their duties to see that their children are present at school, for the morning and afternoon sessions, on the days that the school is open for pupils except where circumstances are deemed to constitute an authorised absence (see 3.3)
- 2.2 To ensure that teachers and other school staff are aware of the distinction between authorised and unauthorised absence and the procedures for recording and reporting such occurrences.
- 2.3 To enable action to be taken quickly where unexplained absence or regular lateness occurs.
- 2.4 To ensure that officers of the Local Education Authority are informed where necessary so that they can fulfil their statutory obligations.

3 Guidelines

- 3.1 Teachers in charge of a class will call the register at the beginning of the morning and afternoon sessions.

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

Registers will be marked according to the guidance attached to them entitled 'marking registers'.



- 3.2 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.

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 will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Attendance registers will show clearly whether an absence is authorised or un-authorised.

- 3.3 Absence can be authorised if:

- The pupil is ill or prevented from attending by unavoidable cause.
- The absence occurs so that the pupil could take place in a religious observance set apart by the religious body to which the parent/carer belongs.
- The school at which the child is registered is not within walking distance of the child's home and no suitable transport, boarding accommodation arrangements or alternative school placement have been made by the LEA.
- The pupil is the child of Traveller parents/carers
- There is a family bereavement.
- The pupil is involved in an **exceptional** special occasion.

- 3.4 Absence will be counted as unauthorised if:

- No explanation is forthcoming. The school should be informed on the first day of any absence and the reason and expected length of absence given.
- The school is dissatisfied with the explanation.
- The pupil stays at home to mind the house or look after siblings.
- The pupil is shopping during school hours.
- The pupil is absent for **unexceptional** special occasions.
- The pupil is away from school on a family holiday.

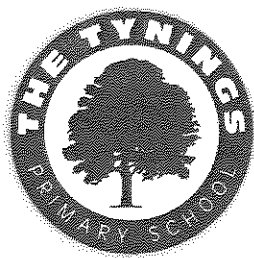
- 3.5 The registration period will be deemed to be:

8:50 am to 9:00 am

1.15 pm to 1.20 pm

After these times the registers will be deemed to be closed.

Any arrival after 8:50 am and 1.15 pm will be regarded as late and marked accordingly. Arrivals after 9.15 am will be recorded as unauthorised.



An entry for that child will be made in the Late Book kept in reception and will be dated, timed and any reason given recorded. It will be available for inspection by the Educational Welfare Service.

- 3.6 Provisional marks should be made in registers where the absence cannot be identified as authorised or unauthorised and amended at a later date by administration staff.
- 3.7 Rates of authorised and unauthorised absence will be published annually on the school website.
- 3.8 Parents/carers should make every effort to arrange medical treatment and dental treatment outside school hours.

4. Lateness

4.1 Where **children are consistently late** (three or more times in two weeks in a term) or absences are unexplained/unauthorised the following procedure will be followed:

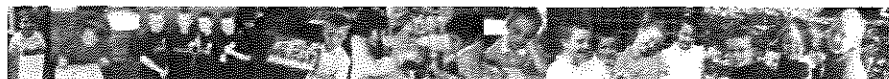
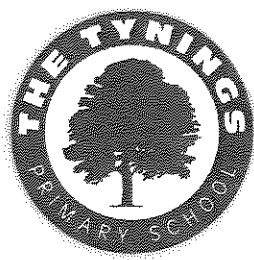
1. Parents/carers will be informed of the situation by letter.
2. If a child has a repeated number of unauthorised absences or continued lateness, another letter will be sent asking the parents/carers to visit the school and discuss the problem with the head teacher.
3. If the problem persists, the school will hold a 'School Attendance Meeting' to clarify the nature of the lateness, offer support and to agree with parents targets for improvement.
4. Parents will be asked to sign the School Attendance Meeting (SAM) targets.
5. The school will review the targets with the parents after an agreed timescale to ensure that the problem with lateness has been rectified.

4.2 Where children are persistently late and arrive at school after 9:15am the school will follow the following procedure:

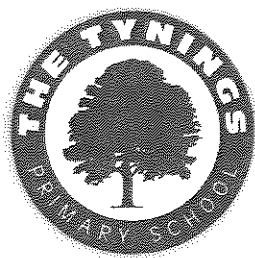
1. The late marks, after 9:15 am, will be recorded as 'Unauthorised'.
2. Should the late (after 9:15 am) unauthorised absences continue, the school will hold a School Attendance Meeting.
3. Should there be 10 or more lateness (after 9:15 am) unauthorised absences within a 7 week (70 session/ 35 day) period, the school will request a warning letter be issued by the Local Authority, notifying parents that any further lateness after 9:15am will result in a Fixed Penalty Notice.
4. Should a further lateness (after 9:15 am) unauthorised absence take place after the warning letter has been issued, then the school will request a Fixed Penalty Notice be issued by the LA.

5. Sickness

5.1 If a child is sick and cannot attend school then the parent/ carer must phone school as early as possible on the first day of illness to notify the school of this.



- 5.2 Children who have illnesses which lead to diarrhoea or vomiting must not attend school until 48 hours after the last bout to avoid contagious viruses being spread.
- 5.3 Children need not be kept off school for minor illnesses, such as colds or coughs (See Medical Needs Policy).
- 5.4 Where a child has to stay away from school for medical reasons for more than two weeks, the school will arrange for suitable work to be sent home or will liaise with the hospital education service as appropriate.
- 6. Leave of Absence (Incl. Holidays in term time) is down to the Head teacher's discretion and is based on individual circumstances'**
- 6.1 There is no automatic right to leave of absence during term time and parents must write to the school making any request prior to any leave, using the Absence Request form (Appendix 1)
- 6.2 No holiday absence will be authorised unless there are **exceptional circumstances** e.g. a forces family who cannot holiday together at any other point in the year.
- 6.2 Children with medical conditions, such as Autism, may be given leave of absence during term time to attend a family holiday where the school deems that their needs require a quiet environment where there are no crowds.
- 6.3 Where a leave of absence has not been authorised, should the parent/carer still choose to take the child out of school, then this will be marked on the register as an 'Unauthorised Absence' and may incur a Fixed Penalty Notice.
- 7. Use of Fixed Penalty Notices**
- 7.1 Penalty Notices may be requested by the Head Teachers of all local authority maintained schools and academies in South Gloucestershire and will be issued and administered by South Gloucestershire Council.
- 7.2 They may be issued to one or both parents/carers regarding each of their children if more than 10 sessions (1 session equals either a morning or afternoon) of unauthorised absence are accumulated in a 7 week period (i.e. 70 sessions of possible attendance at school). A session is a morning or an afternoon. Any person with day to day care of the child may be issued with a Notice; this could include grandparents, step-parents and partners.
- 7.3 Unauthorised Holidays in term time will automatically result in the school requesting a Fixed Penalty Notice on the 11th missed session (6th day of absence).



- 7.4 Other than for holidays in term time, the decision regarding the issue of a Penalty Notice will be taken as part of the legal process between the school and local authority (i.e. at Attendance Panels and Reviews).
- 7.5 The fine is £60 per parent per child if paid within 21 days of receipt of the notice; rising to £120 if paid within 28 days. The payment must be made in full – part payments will not be accepted - details of how to pay are printed on the Penalty Notice.
- 7.6 The full procedure for issuing Fixed Penalty Notices is available from the school office upon request.

8. Broken Weeks and low attendance

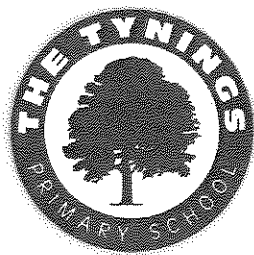
- 8.1 A 'broken week' is defined as a week where a child has missed one or more session of schooling.
- 8.2 Multiple broken weeks have been shown to have a significant impact on learning and the school monitors attendance data for this termly. Children who have three or more broken weeks in a 6 week period will be monitored closely and their parents informed. Where this level of broken weeks persists over two terms, parents will be invited to an attendance review meeting with the Head teacher and Educational Welfare officer.
- 8.3 Overall attendance data will be monitored termly. Where attendance falls below 90% parents will be contacted via a standard letter and attendance will be closely monitored. Should attendance remain below 90% for two or more terms, parents will be asked to attend a School Attendance Meeting (SAM) with the Head teacher.
- 8.4 Should attendance not improve after an agreed timescale then the school will request a LA Attendance Review which is the first stage of formal legal proceedings.

9 Attendance Targets

- 9.1 The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

10 Monitoring and review

- 10.1 It is the responsibility of the appointed governors to monitor overall attendance termly, and they will request an annual report from the head teacher. The rates of attendance will be reported on the school website. The governing body also has the responsibility for this policy, and seeing that it is carried out. The governing body will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.



APPENDIX 1. LEAVE OF ABSENCE REQUEST FORM



The Tynings Primary School

'Achieving together, inspiring each other'



Request for Leave of Absence

Parents/ Carers must complete and submit this request form to the school office two weeks in advance of the date/dates requested, although it is acknowledged that this will not always be possible e.g. in the case of a bereavement, emergency medical appointment.

Authorised requests could include:

- unavoidable medical/dental appointments – proof of this will be required
- days of religious observance such as Eid or Diwali
- exceptional circumstances such as a bereavement

Unauthorised circumstances include:

- shopping, looking after other children, birthdays
- day trips and holidays in term time
- relatives coming to visit
- visiting family/friends that have different term time dates

and may also include

- attendance at family weddings
- visits to see family abroad

The school will not authorise any holiday in term time.

Please note that if you still choose to take your child out of school for these days, a Penalty Notice may be issued through the Local Authority, if **more** than 10 sessions (5 days) of unauthorised absence accumulate in a 7 week period.

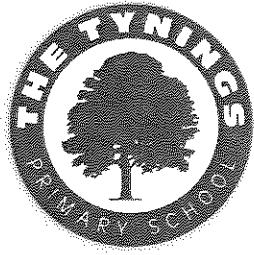
Decisions will be communicated to parents via our text messaging service.

Please use one form per pupil.

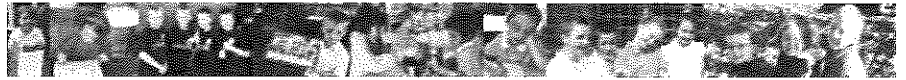
Child's Name _____ Class _____

Reason for Application for Leave of Absence: (please use reverse of form if necessary)

First day of Absence: _____ Last Day of Absence: _____



ATTENDANCE POLICY



Total number of days requested: _____

Signed Parent/Carer: _____ Date: _____

FOR OFFICE USE ONLY:

% ATTENDANCE:		No of days previously requested this year:	
AUTHORISED		ENTERED ON SIMS	
UNAUTHORISED		DATE TEXT SENT	
ANY OTHER COMMENTS			