



# **ATTENDANCE POLICY**

**Date Issued** May 2017

**Date to be reviewed:** May 2018

## Rationale

St Peter's school recognises that positive behaviour and good attendance are central to raising standards of pupil attainment. The attendance pattern for all pupils is monitored regularly, with the school seeking to work actively with parents to ensure a regular pattern is maintained. 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. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising an awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

The attendance figures below show how many school days have been missed which impacts in your child's education.

- 98% = 4 days
- 95% = 10 days
- 90% = 19 days
- 85% = 29 days
- 80% = 38 days

Each child's attendance can be summarised as:

<b>98%+</b>	<b>Excellent:</b> Well done! This will help in all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic. The school acknowledges and encourages good attendance and rewards pupils for their good attendance.
<b>95%</b>	<b>Good</b> – Well done, strive to build on this but there is still room for improvement. Remember 98% or more should be your target in order to make the best start to your school life.
<b>91 – 94%+</b>	<b>Requires Improvement</b> – Absence is now affecting attainment and progress at school. Please work urgently to improve the situation. A meeting with parents will be convened.
<b>Below 90%</b>	<b>Unacceptable</b> – Absence causing serious concern. The DfE class pupils with less than 90% attendance as persistent absentees. Absence is affecting attainment and progress and is disrupting your child's learning. The school will work with you to improve your child's attendance. Permitting absence from school without a good reason is an offence by the parent. Only the school can 'authorise' absence.

## Understanding Types of Absence

Every half day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

**Authorised absences** are mornings or afternoons away from school for a good reason. For example, illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. If your child is absent from school, please phone the school office by 10am to inform us of your child's absence.

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn

- Absences which have not been properly explained
- Children who arrive at school too late to get an authorised late mark
- Shopping trips
- Their own or family birthdays
- Holidays taken during term time
- Day trips
- Leave of absence in term time which has not been agreed
- Passport and Home Office trips

***There is no longer any entitlement in law for pupils to take time off during the term to go on holiday.***

The Education (pupil registration) (England) regulations 2006 have been amended from 1<sup>st</sup> September 2013. All references to family holidays and extended leave have been removed, together with the right for parents/carers to apply for up to ten days holiday during term time unless there are “exceptional circumstances”.

The Governing Body of St Peter’s agreed that ‘exceptional circumstances’ will be interpreted as:

- Service personnel
- Family needing time in crisis
- Recognised religious celebration e.g. Eid, Diwali, Easter

To request a leave of absence, a completed ‘Application for Leave of Absence’ form must be completed and returned to the Head Teacher at least two weeks before the proposed absence.

If parents disregard these regulations the absence will be unauthorised and the school may apply for a penalty notice to be issued by the local authority in accordance with the Code of Practice and the Education (Penalty Notices) Regulations 207.

After September 2013 the penalty is £60 per child in paid within 21 days of receipt rising to £120 if paid after the 21 days but within 28 days. The payment must be made direct to the local authority.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

While we understand the economic benefits of taking children out school during term time we also have to work within the government guidelines and we can only teach those pupils who are in schools.

Attendance will be closely monitored by the Attendance Officer and if any concerns or patterns of absence are identified the school may contact the Local Authority.

### **Responding to Non Attendance**

The school has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 92% close monitoring will be put in place. We will communicate our concerns with parents/guardians if attendance falls below our expected levels. This may be in writing, by telephone or in person.

Once attendance drops below 85% local authority will be notified.

### **Missing Children**

After 10 days, if no notification has been received, your child will be reported to the Education Welfare Service/Local Authority (Child Missing in Education – CME) as a missing child for them to look into the matter urgently.

### **Lateness**

Any pupil who arrives in school/classroom after 09.00 is late. Pupils at St Peter’s school are expected to be in class at 08.50.

**Persistent lateness:** When a child receives 4 or more lates per half term, parents will receive communication regarding our concerns. This may be in writing, by telephone or in person. Persistent lateness may result in a fine of £20 payable to the school. School finishes at 3.15 pm so parents should ensure they pick their child up promptly from school. (Please see non collection of children policy, for the schools charges and policy regarding late collection of children).

### **Medical Appointments**

Parents should make every effort to make any medical appointment outside of the school day. Where this is unavoidable, evidence of doctor/hospital appointments will be required and/or evidence of prescribed medication.

### **Deletion from Roll**

For any pupil leaving St Peter’s, other than at the end of year six, parents/carers are required to inform the school office in writing.

## **Rewards and Celebrations**

There will be weekly celebrations of class attendance and punctuality in our Friday assembly.

Attendance celebrations will also take place at the end of the school year. Awards are given for 100% attendance, the class with the highest attendance and the class with best punctuality.