

ATTENDANCE POLICY

Policy Date: November 2019

Review Date: Autumn 2022

AIMS

- To maintain an attendance rate of 0.2% or more above the national average (National Average = 95.2% Academic Year 17/18)
- To raise parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important because:

- There is a well-documented direct link between underachievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Good habits developed early in the school career continue right through Juniors and Secondary School
- The more time a child misses from school, the harder it is for them to catch up on missed work.

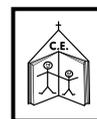
As a parent you can help us by:

- Ringing on the first morning of all absences (by 10 am) with the reason and saying when the child is likely to return to school
- Arranging routine dental and doctor's appointments as far as possible out of school hours or during school holidays
- Keeping us updated by telephone or letter if your child has an extended period of absence or illness
- Only taking family holidays outside school term time

Authorised Absence

Some absences are allowed by law, and are known as "authorised absences". For example: if a child is ill, family bereavement, or religious observance.

We realise that there may be **rare** and **exceptional** circumstances when there might be a particular problem that causes your child to be absent. Please let us know, and we will try to deal with it sympathetically.



Unauthorised Absences

There are times when children are absent for reasons which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absences are:

- Family holiday
- Family days out
- Where there is no explanation of the absence or the reason given is considered unsatisfactory
- Where a child is late for school, after the register has closed (9.10 am)

Punctuality

Morning registration takes place at 8.55 am. Children must be in the class by this point. Children may enter school at any time from 8.45 am. It is important to be on time, as all classes make a prompt start to the day, and important learning takes place at this time. Many of our interventions take place at this time, so by missing this regularly, children will be missing out on important opportunities to close gaps in their learning.

Arrival after the close of the register (9.10 am) leads to that morning being recorded as an unauthorised absence.

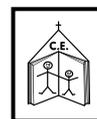
Term Time Leave of Absence

The school and its staff regard the regular attendance of children at school as being vital to each child’s education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

If a child has unauthorised leave of absence, a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days) could be served, or the case could be referred by the local Authority directly to the Magistrates’ Court for the purposes of criminal prosecution.

Leave of absence is only allowed at the discretion of the headteacher, in line with the following school policy agreed by the school’s governing body:

- Only in exceptional circumstances will leave of absence be authorised whether for holidays or any other reason. Leave of absence will only be granted where the headteacher considers it due to exceptional circumstances, taking into account the nature of the event, whether it is possible for the event to take place at another time, the frequency of the



request, whether the parent gave or could give advance notice, and the pupil's attendance record to date.

- Parents wishing to apply for leave of absence are required to fill in an application form in advance. The headteacher will consider the request and advise of the decision. Any further time than allowed will be unauthorised.
- Leave of absence taken without authorisation may be referred to the school attendance manager and may result in prosecution proceedings or a fixed penalty notice in the following circumstances:
 - 1) The child's attendance is already below 90%
 - 2) Previous unauthorised holiday absence have been taken in that academic year
 - 3) The holiday is more than 10 school days.

Monitoring of Attendance

The school is keen to monitor all attendance on a regular basis, and provide information and support to parents where appropriate. The following methods are used to do this:

- Half termly meetings with our Attendance Manager to track children causing concern
- Parents given information about their child's attendance through the school traffic light system
- Initial letters sent to parents where there is a concern
- Meetings arranged where attendance has not improved following the initial letter, to explore solutions
- Authorising absence only where proof of illness (such as a prescription), has been received.
- Referral to the Attendance Manager where the improvement is not sufficient or sustained
- The objective of these approaches is always to find solutions and to provide support if necessary and prosecution would only be used as a last resort.

In order to reward good attendance, children with 100% attendance at the end of each term receive an attendance sticker, and those with 100% attendance at the end of a year, as well as those with the most improved attendance receive a special certificate.

Governors monitor whole school attendance, and that of groups, through the Inclusion Sub-committee, and attendance figures are presented to the Governing Body on a termly basis within the headteacher's report to Governors.

Burbage C of E Infant School

Loving; Living; Learning



Date of review: November 2019

This policy will be reviewed in Autumn 2022

Adopted by Governors:

Signed: *(Chair of Governors)*

Date:
