



*Edleston Primary School
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Headteacher: Mrs R Bagni*

Edleston Primary School Attendance Policy

Introduction

Regular school attendance is very important. Children need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance can place children at risk, undermining the educational process and in extreme cases can draw children into patterns of anti-social or criminal behavior.

Aims

To improve the quality of school life

To demonstrate to pupils, parent(s)/carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself

To be consistent in implementation, both in terms of rewards and sanctions

To value the individual and be socially and educationally inclusive

To create a culture in which good attendance is 'normality'

Objectives:

To involve the children or young people more in their school attendance

To improve communication with parent(s)/carer(s) about regular school attendance

All school staff to continue to take responsibility for children or young people's attendance

To recognise the important role of class teachers in promoting and monitoring good attendance

To ensure time and organisation within the school to enable the AIMS and OBJECTIVES to be met

Effective working relationship with Education Welfare Service, and the reporting any concerns

Targets:

To have an effective means of collecting and monitoring attendance information

To discuss the settings of targets for the school with the Education Welfare Officer and the School Improvement Partner

To ensure that such data is available and used effectively by school managers and staff in conjunction with the EWO

To agree specific targets for individuals, groups, years and the whole school in a context of all known relevant factors

To target resources and implement where most appropriate and to undertake this within a reasonable time frame

To keep parent(s)/carer(s), pupils and governors informed of policy and practice

Home / School Partnership

Parents are responsible for ensuring that children of compulsory school age (5 years to 16 years) receive efficient full-time education and that they arrive to school on time.

At Edleston the staff and governors will support parents in this responsibility by:

- Providing a comprehensive induction programme for new entrants and parents to help children come to school willingly and with a positive attitude
- Encouraging parents to discuss any attendance related problems with the class teacher / head teacher
- Aiming to ensure that the school is bright, clean, warm and welcoming
- Teachers / teaching assistants being in the classrooms when the children arrive in school to greet and settle the children
- Informing parents of any changes to the school routine through the newsletters
- All staff members contributing to improving and maintaining attendance and take ownership of attendance as a whole school responsibility.

Lateness

If your child arrives at school between 9.01am – 9.10am they will receive a late (L) mark and the minutes of lateness will be recorded on your child's records. If your child arrives after 9.11am a U code will be given indicating they have received an unauthorised mark and the minutes late will also be recorded. If your child receives a U code this classed as 1 session of unauthorised absence. School will monitor lateness on a weekly basis. If your child is persistently late or has more late marks than expected you will be contacted by letter, following this if no or little improvements are made you will invited into school to meet with the headteacher.

Reporting absences

It is parents' responsibility to inform school of the reason for their child's absence on the day they are absent.

At Edleston, parents are expected to contact the School Office by 9.15am on each day of absence giving as much information as is available at that time. This information will be recorded by Mrs Green/Mrs Ollier.

If school have not had a call from you a reminder text with the schools contact details will be sent asking you to call by 10.30am. If no contact is made by this time school

will contact you by telephone. If we have not received contact by midday to explain a reason for absence a home visit may be made that day.

When a child is identified as giving cause for concern then letter 1 is sent out to parents and the headteacher will monitor attendance for a two week period. If there is no improvement letter 2 will be sent. If this still does not lead to an improvement in attendance then letter 3 is sent and a referral is made to the EWO service.

Once the referral has been made, there is a meeting between the EWO, parents and the headteacher. After two weeks, if there are more absences then the EWO may issue a FPN. Parents will be taken to court if absences persist.

Where a child's attendance is causing concern in terms of a high number of days absent through illness then parents will be required to provide evidence that they have been to the doctors. This could be in the form of a prescription or evidence of a doctor's appointment. Mrs Bagni will inform the Mrs Green when this happens. If no evidence is given then the absence will become unauthorised. Parents will be asked to provide medical evidence if their child is off for 3 days or more.

The EWO service works with children with attendance below 80%- these need to be unauthorised so if the school authorises these absences the EWO service will not pick the case up. We need to challenge absences where we know that attendance is an issue and request information relating to evidence of a doctors appointment.

Leave of learning requests.

16th May 2016: Due to recent news updates Cheshire East Council have released the following statement regarding any requests of leave during term time.
'The Council is reviewing its practice with regards to the issuing of Penalty Notices for term time holiday absence as a matter of priority and is seeking urgent guidance from the DfE.'

Parents have a legal duty to ensure that their child/children attend school on a regular basis. The Education Act 1996 makes it a criminal offence for a parent to "fail to secure their child's regular attendance at the school". The recent amendments to the 2006 Regulations remove any reference to family holidays, extended leave and the statutory threshold of ten school days. The amendments also make it very clear that Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time and require the Head Teacher and Governing Body to determine what the exceptional circumstances are.

A Leave of Absence form must be completed 1 month prior to date requested and returned to the school. These forms can be collected from the School Office and, on completion, should be handed back to the School Office, so that a reply can be given. Alternatively the forms are available from the School's website.

If parents, contrary to what the school has said, still decide to take their child out of school for a leave of absence then the absence will be coded as unauthorised. This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued. Penalties for unauthorised absence are currently as follows;

£60.00 per parent per child if paid within 21 days. **£120.00** per parent per child after 21 days but before 28 days. A court summons to appear before the Magistrates' Court after 28 days.

School will only consider leave for learning applications 1 month prior to the date on the request. No application will be considered in a different academic year to the date requested or if less than a months' notice.

Registration codes for use in the register

Code	Statistical Meaning
/\	Present at registration
B	Educated off-site (not dual registration)
C	Other approved educational activity (not covered by other codes and descriptions)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Non-compulsory school-age pupil absence
-	All should attend / No mark recorded

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head teacher and the Governing Body will determine whether the parent's reasons for requesting leave of absence in term time amount to exceptional circumstances.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance