



Loving learning and loving one another, as God loves us.  
Celebrating success in its many forms and overcoming challenges.  
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Living in the light of Christ and as a light to others.



# Attendance Policy

## Aims of the policy:

- To encourage staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- To explain the school's procedures relating to pupils' attendance.

## Rationale:

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, the root cause needs to be discovered and addressed. Giving in to pressure to excuse a child from attending gives the impression that attendance does not matter *and may make things worse*.

## Our Approach:

WHAT IS GOOD ATTENDANCE?					
190 days	180 days	178 days	163 days	161 days	143 days
100%	95%	94%	86%	85%	75%
Good		Worrying		Serious Concern	
Only 1-2 day missed per term		Between 3-8 days missed per term		More than 9 days missed per term	

Every half-day absence has to be classified by the school, (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- ❖ **parents keeping children off school unnecessarily**
- ❖ **birthdays**
- ❖ **holidays**
- ❖ **truancy before or during the school day**
- ❖ **absences which have never been properly explained**
- ❖ **children who arrive at school too late to get a mark**
- ❖ **shopping, looking after other children, day trips etc.**



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## Procedures:

The school applies the following procedures in deciding how to deal with individual absences.

**Absence:** Parents/carers should inform the school on the morning of each day of absence to give a reason. This should be via a message on the answerphone or a Weduc absence report by 9.00am; not by email. The school will telephone the parent/carer of all children who are absent to ascertain the reason, if this is not already known. Registers close at 8.55am and children arriving after this time will be marked as late.

**Lateness:** If a child is late, they need to be accompanied to the school office by their parent/carer to sign them in and give a reason for the lateness. The late arrival of a child disrupts the morning routines of the class, and the child misses valuable morning work learning time. Persistent lateness will be addressed in a similar way to persistent absence.

## Reporting an absence to school

- Registration period: 8.40am – 8.55am (afternoon is dependent upon staggered lunch breaks).
- Parents/carers are expected to contact school by 9.00am to report an absence.
- Staff will contact parents/carers between 9.00am and 9.30am to follow-up unreported absentees
- **A late mark (L) will be given to all children who arrive after 8.55am.**
- **Daily contact** from parents/carers is required to update on the absence.

## Withdrawal from Learning Application

There is no entitlement for parents/carers to remove their child from school for the purposes of a planned leave of absence during term-time. Planned leave of absence during term-time will not be authorised except where the Headteacher considers it to be in exceptional circumstances in the best interest of the pupil's health or welfare to grant time away from school. All requests for planned leave of absence exceeding one session during term-time must be made on the school's official Withdrawal from Learning Application (appendix I) and must include details of the circumstances.

**In the case of unauthorised absences of 10 consecutive session, the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice will be issued.**

Please note that Penalty Notices are issued to *each* parent for *each* child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result further legal intervention.



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## **Persistent Absence:**

If any child's attendance level falls below 90%, this is categorised as 'persistent absence'. In such cases, the school will follow procedures in line with those suggested by the Local Authority (see appendix 2). The school will send a letter to highlight the concern to parents. School leaders may request a meeting with the child's parent(s) to discuss ways to improve attendance. The school may request evidence for any future absences. If attendance fails to improve, we may request that the local authority issue an FPN. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

### **Information about individual school targets, projects and special initiatives**

The school has a strong history of good attendance, which is consistently above national expectations.

The whole school attendance target is 97%.

### **Those people responsible for attendance matters in this school are:**

Katherin Weeks, Headteacher  
Lara Cork, Assistant Headteacher +SENCO  
Abi Robinson and Rebecca Harris, School Secretaries

### **Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.



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## Appendix I – withdrawal from learning form

### Withdrawal from Learning for Exceptional Circumstances

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 175 days already marked out as ‘non-school-days’, you should have an exceptional reason to withdraw your child from school. **The following are considered illegitimate reasons and are likely to be rejected and unauthorised:**

- Trips to visit family/friends
- Your child’s birthday
- Cheaper family holidays
- Tickets to sports/culture events

From a young person’s perspective, missing schools means:

- Missing out on fun projects and school activities
- Struggling to catch up on work
- Disconnecting with school friends

#### To be completed by parent/carer:

Childs Name: .....	Year Group: .....
Childs Name: .....	Year Group: .....
Childs Name: .....	Year Group: .....

Date of withdrawal from learning: ..... Date of return to learning: .....

Total number of sessions missed (1 day = 2 sessions): .....

Reason withdrawal from learning is requested:



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## Withdrawal from Learning for Exceptional Circumstances

Your child has the right to a full time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

### Parent/Carer declaration:

I understand that if the request to withdraw my child from learning is unauthorised, that the Local Authority will be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice.

**I understand that unauthorised absences totalling more than 10 consecutive sessions will automatically be referred to the Local Authority.**

If a Penalty Notice is issued, it will be to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay, this will result in legal action.

**Name of Parent/Carer:** (PLEASE PRINT) .....

Signature: ..... Date: .....

Home Address: .....

.....

Post code: ..... Tel no: .....

This form will be submitted to the Headteacher for review.

### Headteacher decision:

Name of child:..... Class.....

- ☐ **Authorised:** Your request has been authorised for the following dates: ...../...../..... to ...../...../.....
- ☐ **Unauthorised:** Your request has been unauthorised for the following dates: ...../...../..... to ...../...../.....
- ☐ **Unauthorised:** a referral to the LA will be made for a Penalty Notice

Headteacher signature: .....

Date: .....

## Appendix 2 Attendance Flowchart

