



William Amory Primary School  
Attendance Policy

Date – 14<sup>th</sup> February 2014

**Aims**

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets.

**Being at school**

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer.

As a school, we encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

**Expectations**

We expect that all pupils will:

- attend school every day;
- attend school punctually;
- attend appropriately prepared for the day;
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities;
- ensure that their child arrives at school punctually and prepared for the school day;
- ensure that they contact the school daily of absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school;
- notify the school of any home circumstances that might affect the behaviour and learning of their child;

- notify school immediately of any changes to contact details.

Examples of authorised absences:

- genuine illness of the pupil;
- hospital/dental/doctors appointment for the pupil;
- major religious observances;
- visits to prospective new schools;
- external exams or educational assessments.

Examples of unauthorised absences:

- shopping /day trip / visit to a theme park;
- a birthday treat;
- oversleeping due to a late night;
- looking after other children / other family member;
- appointments for other family members.

We expect that the school will:

- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality;
- contact parents when a child fails to attend and where no message has been received to explain the absence;
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested;
- encourage good attendance and punctuality through a system of reward and recognition;
- regularly inform parents of the % attendance of all pupils;
- make initial enquiries regarding pupils who are not attending regularly;
- meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality;
- refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order;
- notify the Local education Authority (LEA) after 15 days sickness;
- notify EWO after 10 days unexplained absence;

### **Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 09.00 and pupils who arrive after 09.10 will be recorded as late to school.
- Registers close at 9.20am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken at 13.00 for Key Stage II and 13.10 for Key Stage I.
- Persistent lateness by a pupil will be dealt with through the home/school link worker and may be referred to Education Welfare.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

### **Pupil Leaving During the School Day**

During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day. During the school day:

- pupils are not allowed to leave the premises without prior permission from the school;
- whenever possible, parents should try to arrange medical and other appointments outside of school time;
- parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time;
- pupils must be signed out on leaving the school and be signed back in on their return;
- where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.

### **Leave of Absence**

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence will not be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

In line with the Government's amendments in 2013 to the 2006 regulations, holidays during term time will NOT be authorised except under exceptional circumstances.

The Headteacher and Governors have determined that:

- in exceptional circumstances permission may be granted for a maximum of five days of holiday;
- where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school governors, no less than 4 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.

- Where a parent disagrees with the school's definition of exceptional, an independent panel of governors will meet to arbitrate on the headteacher's decision;
- if leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

### **Exceptional circumstances defined**

The William Amory consider exceptional to mean unique and significant. The prime focus of any decision would be based on whether the absence would very significantly outweigh the loss of teaching time. However, this will need to be balanced with the regulations which make it clear absence should not be authorised in most circumstances. Therefore the term, "very significant" would be a prime consideration. Examples of exceptional circumstances include:

- an immediate family member is terminally/critically ill, or;
- a parent or grandparent is seriously/terminally ill and the holiday proposed is likely to be the last such holiday;
- There has recently been a death or other significant trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation;
- The holiday is a unique, never to be repeated, occasion which can only take place at the time requested. A family trip to Disneyland or a cruise is not considered exceptional by the DfE although a parent may well disagree.

The decision whether or not to authorise a holiday should be justified and any reason for rejection must be recorded and conveyed to the parent(s) in writing. A letter refusing a request should explain the reason it is not deemed to be a special circumstance and that a penalty notice may be issued if the holiday is taken without the school's permission.