

Ropsley C of E Primary School

Attendance Policy



Adopted	Signed	Review	Equality Impact Assessment

Ropsley Church of England Primary School

Attendance Policy

This policy reflects the DfE regulations which came into force in Sept 2013 which state: **‘Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.’**

Ropsley School would interpret “exceptional” as being a one-off, unique situation. In this context it would be of unique and significant emotional, educational or spiritual value to the child, outweighing the loss of teaching time. This interpretation will have different parameters from one case to another but requests for authorised absence will be refused unless the circumstances are exceptional.

The school recognises leave for members of the Armed Forces as exceptional. We will automatically authorise leave for pupils participating in music examinations other other similar absences.

Ropsley School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a School, we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our School to celebrate achievement and attendance. Attendance is a critical factor to a productive and successful school career. Our School will actively promote and encourage 100% attendance for all our pupils.

Our School will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil’s attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Objectives

To encourage full attendance and punctuality

To monitor attendance and apply appropriate strategies to minimise absenteeism

To acknowledge and celebrate a successful record of attendance

To ensure a consistent approach throughout the School

To make attendance and punctuality a priority for those associated with the school including pupils, parents, teachers and governors.

To provide support, advice and guidance to parents and pupils

To work effectively with other services and agencies to support these objectives.

Information

This identifies the information held by the school and will be considered when dealing with attendance and punctuality issues:

Start and finishing times of registration: our doors open at 8.40am and registration is at 8:50 am. A child arriving after 9.10 am will be marked as Late. A child arriving after 9.30am will be marked as unauthorised late when the registers close at 9.30am.

Guidance for staff on the accurate completion of registers

The importance of punctuality and the response to lateness. If a child arrives at school after 9.10 a.m. they will be marked late. (Less than 93% punctuality will be followed up.)

Daily contact between parents and School when a child is absent.

In line with Health Protection Agency guidelines, a period of 48 hours absence is required for any pupil with vomiting or diarrhoea. Such absence due to illness is authorised.

Clear guidance to parents that Headteachers may not grant leave of absence during term time unless there are **exceptional** circumstances.

Referral routes with roles and responsibilities for pupils with emerging attendance problems (Parents of pupils with attendance below 93% will be contacted, and may also be contacted if attendance is unexpectedly below 95%).

Monitoring progress towards targets. Evaluation of the impact of the Attendance Policy and planned work identified in the School's Improvement Plan (SIP)

The inclusion of attendance information in School documentation, e.g. the website, reports, newsletters, home-school agreements.

Annual reports to parents include a record of their child's attendance.

The Headteacher's termly report to Governors records the attendance figures for the academic year to date.

Monitoring and Evaluation

It is important to set realistic targets; these targets may be set in consultation with the Local Authority or with the Governing Body. The school will look at those interventions which have been successful as part of the evaluation process.

School Target

Our school target for attendance is set at 96.8%

Persistent Absence Definition

Attendance below 90% is defined by the DfE as a persistent absence. However, pupils are now classed as persistently absent based upon their individual absence level rather than a comparison to a national threshold. The calculation for persistent absence is represented as:

$$\frac{\text{A pupil's individual overall absence}}{\text{A pupil's individual possible sessions}} \times 100 \geq 10.0$$

The DfE guidance explains that if a pupil's individual overall absence rate is greater than or equal to 10%, he/she will be classified as a persistent absentee.

Definition Of "Parent"

Section 576 of the Education Act 1996 defines "parent" to include: all natural parents, whether they are married or not; and

any person who, although not a natural parent, has parental responsibility for a child or young person; and

any person who, although not a natural parent, has care of a child or young person.

When evaluating success the school will consider whether or not:

Patterns and trends in the school's attendance and pupils' punctuality are improved

Parental response to absence has improved

The school has been successful in raising the profile of attendance by celebrating good attendance within the school, governing body and the local community

Pupils and parents are fully aware of the importance of punctuality and regular attendance and awareness of the attendance procedures operating within the school

Parents and governors are made aware of the current law on attendance

Attendance issues have been included as topics in school assemblies or PSHE lessons.

Monitoring

Attendance is monitored weekly for any emerging patterns below 95%. Parents will be routinely contacted if attendance falls below 95%. For pupils below 90%, parents will be requested to meet with our Learning and Pastoral Mentor and may be referred to Early Help. If attendance continues to decline, parents will be requested to meet with a panel made up of the headteacher and governors.

Roles and Responsibilities

Class teachers take the register for each session.

The School Office contact parents/carers if children are absent without prior notification.

The Head Teacher and Governing Body monitor patterns and trends over time.

The Head Teacher is responsible for decisions about any leave of absence requested for exceptional circumstances during term time.

Good Practice

The school will recognise the importance of good practice by:

Keeping and maintaining registers accurately

Maintaining a consistent approach to marking registers

Regularly analysing attendance data

Ensuring prompt follow-up action in cases of non-school attendance

Reporting missing children and changes in roll to the LA

Rewarding and celebrating good and improving attendance through newsletters, certificates and awards.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole School.

Any unauthorised absence is damaging to a child's education as well as reflecting badly on the school. It also gives children the wrong messages about the importance of education which may lead to problems later in schooling. Good attendance and punctuality are important values for later in life.

Policy written and agreed: January 2019

To be reviewed: January 2021

Ropsley Church of England Primary School

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 10 days before the date you wish to remove your child from school.

Pupil Name Class

The first day of absence Date of return to school

Total number of days missed

Reasons for absence (please make it very clear why there are exceptional circumstances)

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I understand that if the absence request is unauthorised the Lincolnshire Education and Welfare Service may be notified if the holiday is taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60.

Name of Parent/Carer making application

.....

Signed Dated

(Please ensure you are giving at least 10 days' notice of the proposed absence)

Pupil Name Class

AUTHORISED: Your request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your request for a leave of absence during term time has not been authorised because:

Headteacher signature