



Attendance Policy

Committee with oversight for this policy – Behaviour & Safety	
Policy to be approved by the Behaviour & Safety Committee	
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Ravenor Primary School

Attendance and Punctuality - Information for Parents

As a school we aim to:

- Maintain an attendance rate of a **minimum** of 96.6%.
- Maintain parents' and pupils' awareness of the importance of regular attendance.
- Reward excellent attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance.
- Regular attendees make better progress, both socially and academically.
- Regular attendees find school routines and school work easier to cope with.
- Regular attendees find learning more satisfying.
- Regular attendees have an easier transfer to secondary school.

As a parent you can help us by:

- Telephoning the school on the first morning of all absences before 9:15am with the reason and saying when the child will return. We will only accept absence calls and messages from the parent/carer of the pupil.
- Arranging dental and doctor's appointments out of school hours and providing proof of appointments for those attended in the school day.
- Sending in a note explaining the reason for absence on your child's return to school after an illness.
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness.

We shall:

- Follow up unexplained absences by phone call and letters as soon as possible.
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school brochure and the Home School agreement.
- Publish our attendance rate in the school brochure and the Governing Body's Annual Report to parents.
- Acknowledge and reward good attendance.
- Publish your child's attendance rate on her/his annual school report.
- Let you know if we have concerns regarding your child's attendance.
- If we continue to have concerns, we will make a referral to the Education Welfare Officer (EWO), who visits the school regularly to review and support attendance matters.

Term Time Absence

In line with the Government's amendments to the 2006 regulations, holidays during term time will **NOT** be authorised. The Head Teacher and the Governors have determined that:

- Where leave of absence in term time is due to exceptional circumstances, a letter and an exceptional leave of absence form must be submitted to the Head Teacher ten working days prior to the leave of absence 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 year. The decision to grant exceptional leave of absence is at the discretion of the Head Teacher, who may wish to meet with parents/carers for further clarification.

- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

Authorised Absence

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

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

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

- Waiting for a delivery.
- Parent's medical appointments/illness.
- Going shopping or for a haircut.
- Going for a family day out.
- Sleeping in after a late night.
- Because it is your child's birthday.
- Unapproved holidays.
- Where there is no explanation for absence or where the explanation or reason for the absence is considered unsatisfactory.
- Unauthorised absences have to be reported to the Local Authority. The Education Social Worker Service may contact you and consider taking legal action against you if your child has unauthorised absences.

Persistent Absence

Any child with an attendance below 90% is classified as being persistently absent. Each case is monitored closely and referred to the Local Authority. Persistent absence may be subject to a fixed penalty or in some cases legal proceedings.

Penalty Notices

Penalty notices can be issued for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent/carer fails to ensure that their child attends school regularly.

Penalty Notices for Holidays

In line with the amendments made to The Education (penalty notices) (England) Regulations 2007, please note the following:

- The Head Teacher can now request that the local authority issue a Penalty Notice to parents when pupils are taken out of school for a holiday or leave of absence without the school's authorisation.
- The amount payable on issue of the penalty notice is £60 per parent, per child, if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.

- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Penalty notices are issued to each parent, for each child.

Punctuality

- Morning registration is at 8:55am. This is the time your child must be in the line in the playground/or the classroom, so you need to ensure your child is coming through the school gate by 8:50am. The school gate is open from 8.40am.
- Registers close at 9.00am and after this, pupils are recorded as late. Pupils who arrive after 9.20am when registers have closed, will be marked as an unauthorised absence for the morning session.
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- The morning session for the Early Years (Nursery) begins at 8.40am.
- The afternoon session for the Early Years (Nursery) begins at 12.30pm.
- Persistent lateness will be monitored by the school's attendance officer and where necessary, referred to the Education Welfare.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools where necessary.

Pupil Leaving During the School Day

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

- Pupils are not allowed to leave the premises without prior permission from the school.
- Parents should try and avoid medical appointments during the school day. Where these cannot be avoided, written evidence should be submitted to the school, e.g. a hospital appointment letter.
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving and the expected return time.
- Pupils must be signed out on leaving the school and 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.

Failure to ensure regular attendance

Ravenor Primary School hold regular attendance panels in conjunction with the Education Welfare Officer. Any parents whose children are identified as a cause for concern will be invited to attend. If there is no improvement in school attendance, this will be referred to the Education Welfare Officer.

Education Welfare may also issue a Penalty Notice to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the Education Welfare Officer. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.