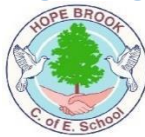


Hope Brook Church of England Primary School

Learning Together



Growing Together

Attendance Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

ATTENDANCE POLICY

At Hope Brook C of E Primary School, we recognise that punctuality and regular school attendance is essential to ensure uninterrupted progress and to enable children to meet their full potential. We expect all children on roll to attend every day, when the school is in session as long as they are healthy enough to do so. We do all we can to encourage the children to attend, and put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:-

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

This attendance policy sets out what is expected so that pupils can achieve 100% attendance.

RESPONSIBILITIES

Parents/carers should:

- Make sure their child attends school regularly and on time
- Inform school, by telephone or email, before 9:30a.m. on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Not take their child on holiday during term-time. From September 2019 a penalty notice will be issued to parents if children are absent for ten sessions within a 10 week period through unauthorised absence.
- Notify school if they intend to remove their child permanently from the school for any reason.

School will:

- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at parent evenings, if there are concerns about attendance
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing or are excluded.
- Notify the LA and/or the Department for Education of absence figures for the school and, where necessary, individual pupils.

The Head teacher will:

- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data on a termly basis.
- Oversee attendance procedures.

Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly
- Report on attendance statistics when required.

REGISTRATION

School must keep accurate attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved

education activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

At Hope Brook, we use an electronic register linked to our e-schools system.

Registration will take place between 8.55a.m. and 9.05a.m. for the morning session.

Pupils arriving between 9.05 and 9.15 will be marked late.

Pupils arriving after 9.15am will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness.

Legally, absence has to be recorded either as authorised or unauthorised, and reported to the DfE and in some circumstances to the LA.

Only the school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

AUTHORISED ABSENCE

Is when a pupil:

- Is too unwell to attend school or is attending a medical or dental appointment;
- Is away for a day set aside by their parents' religion for religious observance;
- Has suffered a family bereavement;
- Is absent with the prior permission of the school (Prior permission for non-attendance can only be given in exceptional circumstances);
- Has been excluded.
- Self- isolation due to Covid-19 or awaiting test results.

Please note:

If your child is absent due to vomiting or diarrhoea, then they should not return to school for the next 48 hours after the last episode. This is to reduce the risk of infection to other children and adults at school.

UNAUTHORISED ABSENCE

Is when:

- A pupil is absent and no explanation or an unacceptable explanation is offered;
- A pupil arrived after the registration period has closed without an acceptable reason;
- A pupil is away from school on a family holiday for a period not previously authorised by the Head teacher.

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off-site activity, or is receiving special off-site tuition.

SCHOOL CLOSURE

In the event that the school has to be closed, at the heads discretion, absences will be recorded as authorised. E.g. adverse weather, no running water.

HOLIDAYS IN TERM TIME

At Hope Brook C of E Primary School we believe that annual family holidays should not be taken in term time. If this is not possible and parents/carers still wish to apply for permission from the Head teacher, a holiday form should be completed by the parent/carers, well in advance of the proposed dates. The Head teacher will consider the request carefully. Permission can only be given in exceptional circumstances.

From September 2019, a fixed penalty notice will be issued from the Local Authority to both parents if a child is absent for a period of ten sessions (5 days) within a ten-week period due to holidays taken in term time.

When an application is made for authorised absence during term time, the Headteacher will give consideration to the following:

- Nature of the proposed absence/is this an exceptional circumstance
- The age of the child
- The timing of the absence
- The attendance pattern in the present and previous academic years.

Examples of what may constitute exceptional circumstances:

- To have a short absence to attend a special religious/cultural observance.
- If a parent, due to nature of the work, cannot possibly take time off during the regular school holidays. This would need to be evidenced by a letter from the employer.

Please note to have a week's holiday in school time because the cost is cheaper during term time, does not constitute an exceptional circumstance.

APPOINTMENTS

If appointments have to be made during school hours, school should be pre-notified. Parents collecting pupils from school mid-session should notify the office on departure and on return. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Pupils should report to the office on arrival at school.

The following points relating to medical appointments should be noted:

- a) Every effort should be made to arrange medical appointments outside school hours.
- b) An appointment card or verification by the doctors/dentist/ hospital may be required.
- c) If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

FREQUENT ABSENCES FOR MEDICAL REASONS

When a pupil frequently misses school for medical reasons, medical services may be consulted and appointment cards will need to be provided. Where necessary a referral will be made so that an evaluation of the pupil's health and educational needs can be made.

LONGER ABSENCES

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life.

SCHOOL PROCEDURES

Where the register shows an unexplained absence and there has been no message received at school by 9:30 a.m. a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. Notes will be made and recorded on our online system.

If school have been unable to make contact by telephone a text will be sent as well. A written communication in the form of a letter, will be sent on the 3rd day of absence, requesting the reason for absence. If there is still no response the absence will be recorded as unauthorised.

- Where the register shows 5 separate late during or after registration marks over a school term, school will contact parents in writing.
- Where the register shows 10 separate after registration marks over a 10 week period the LA may issue a fixed penalty notice.
- Lateness will be recorded on the ipad in the school office

THE LAW

The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- The LA must ensure that parents fulfil their legal obligations regarding their children's education;
- Maintained schools must allow the LA to inspect their registers;
- Schools must report to the LA, pupils who fail to attend regularly. Gloucestershire's Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a ten-week period, particularly when this absence is on account of:
 - Lateness after registration
 - Term time holidays without permission

In these instances, the LA will consider issuing a fixed penalty notice of £60 per parent/per child after a warning has been issued by the school.

Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

Formal meetings (Attendance Improvement Meetings) will be held with parents whose children's poor attendance may lead to legal proceedings and Attendance Plans will be drawn up.

STRATEGIES

To support our attendance policy, we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity – at Parents' evenings, at Induction, in newsletters, in assemblies, etc;
- Always use first day telephone contact;
- Set attendance targets for the school (and for each year group if necessary);
- Keep parents/carers informed of any issues relating to attendance
- Make good use of attendance data by specific analysis;
- Notify Governors at each full governing body of attendance levels;
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed

Date of policy: January 2022

Date of review: January 2025

This policy was formulated in consultation with all staff, governors, parents and children

This policy was accepted by the Governing Body at their meeting on Wednesday 30th March 2022, and will be reviewed every 3 years.

Appendix 1

School Attendance procedures

1. Admin staff will provide regular lists of pupils falling below 95% attendance or where registers show 5 separate late marks during a term.
2. Pupils falling below 95% attendance will receive a letter from the Head teacher offering advice and support.
3. Pupils falling below 90% attendance will receive a letter from the Head teacher offering advice and support and Local Authority information about good attendance.
4. Pupils falling below 85% attendance will receive a letter from the Head teacher inviting parents to a meeting to discuss their child's attendance. Attendance Improvement Plans will be put in place and reviewed appropriately.
5. Attendance Improvement Meetings and Reviews will be documented.

Appendix 2

Term time Absence request form

Appendix 3

Sample letters for school use



Request for a leave of absence during term time

Pupil Name

Class.....

Pupil's address

.....
.....
.....

Date of first day of absenceDate of return to school

Number of school days that your child will be absent from school

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence:

.....
.....
.....
.....

I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. 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 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days.

I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application: Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address:

Signed Dated

Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address:

Signed Dated

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete and copy retained: AUTHORISED/UNAUTHORISED (please circle)