

# Charnwood Primary School



## Attendance Policy

### November 2017

Reviewed	Date:	<b>November 2017</b>
	By:	<b>Ms N Jassat Head teacher</b>

Agreed at the Governor Committee Meeting <b>School Improvement</b>	Date:	<b>09/11/17</b>
	Signed by Acting Chair of Committee:	<b>Mr M Karim</b>

Ratified by FGB	Date:	<b>Pending Spring 2018</b>
	Signed by Chair of FGB:	<b>Mr M Karim</b>

Next review	2 Years	<b>November 2019</b>
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## Revision History

Date	Details of change
November 2014	Reviewed by Ms N Jassat
April 2015	Edited by Ms N Jassat
November 2015	Reviewed by Ms N Jassat
November 2017	Reviewed by Ms N Jassat <ul style="list-style-type: none"><li>• Edited contents page</li><li>• Edited paragraph 1 on page 1</li><li>• Added paragraph '<i>At Charnwood Primary School....</i>' on page 1</li><li>• Deleted two sentences from page 1, '<i>Foundation Stage pupils.....</i>' and '<i>Good Attendance...</i>'</li><li>• Edited Leave of absence section on page 2</li><li>• Removed Unauthorised Absent section on page 2</li><li>• Added Sickness absence section on page 2</li><li>• Edited registration times on page 3 and added Lateness section</li><li>• All appendix removed and added appendix 1 (absence from school poster)</li></ul>

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# Policy

The staff, at Charnwood Primary School, agree that all children should attend school regularly and punctually to enable them to make the best possible progress in all areas of their education. The school's expectations are explained to new parents during induction procedures.

Parents must ensure their children receive appropriate full-time education according to their age, ability and aptitude as stated in the Education Act. This means ensuring a child registered at Charnwood Primary School attends regularly and punctually. Parents can be fined and prosecuted if their child's attendance is poor.

At Charnwood Primary School we ensure that parents are aware of the expectations of the school and the action we take. This action involves:

- A Home School agreement at the start of the year
- Scrutiny of attendance with the Education Welfare Officer
- Meeting with the Head teacher
- Sending letters home expressing any concerns
- Telephone calls to seek further information
- Referrals to the Education Welfare Officer
- Termly certificates for good attendance
- An 'Attendance Cup' for the class with the best attendance for the week.

Class Teachers are responsible for deciding whether an absence should be authorised or unauthorised. Teachers will only authorise absences if they are satisfied that the reasons given are genuine.

We use electronic registers i.e. SIMS.net attendance module. The Attendance Administrator is responsible for ensuring that the database is maintained and that data is monitored regularly.

The module is updated daily and parents are contacted in respect of all unexplained absences by text message or phonecall. If parents fail to respond the text message the absence will be unauthorised.

For pupils who have an irregular attendance pattern and a high level of absences, parents are asked to provide sufficient medical evidence in the form of appointment cards or prescribed medication. Any absence not covered by medical evidence will be unauthorised.

A half-termly analysis of each school's absence is undertaken by the Education Welfare Officer (EWO).

Attendance is monitored by the attendance officer in liaison with the Education Welfare Officer. Letters are sent to the parents of pupils who fail to meet the school's target, with a second letter being sent if there is no significant improvement by the next monitoring session. The Education Welfare Officer/Head teacher may take appropriate further action.

Same day sibling absence is not condoned.

### **Leave of absence**

Leave of absence (holidays) for a child in any year group will not be authorised, unless there are exceptional circumstances.

Absences that are not authorised may result in a fine for each adult with parental responsibility.

Penalty notices are issued by the Local Authority not the school.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrate's Court.

Families are expected to use the school holiday closure during the year for the purposes of family holidays, family weddings, visits to relatives and travelling abroad for medical treatment. These will not be considered as exceptional circumstances.

Application for leave must be made in writing in advance by the parents with whom the pupil normally resides. The names of pupils who fail to return after extended unauthorised absence may be removed from the school roll. Parents will then have to go through Admissions to re-apply for a school place.

### **Religious observance**

**The school will only authorise one day for each religious festival.**

Code "R" is only used for the actual day of religious observance. Any additional days taken will be unauthorised.

The staff also recognise that there are health and safety implications for children who do not attend school regularly, especially if the school is not aware of the child's whereabouts. This is particularly so in the case of extended holidays. Therefore rigorous procedures have been developed to administer applications for extended absences and these will be monitored regularly.

### **Sickness absence**

If a child is unwell parents are requested to telephone the school and leave a message or send a text message to the school via the Teachers 2 Parents Texting Service using the following number:- **07786 208 889**

# Registration times

## Morning

Doors open	8.30 am
Registration	8.40 am
Late	8.50 am

## Afternoon

	<b>FS2 &amp; KS1</b>	<b>KS2</b>
Afternoon Registration	12.45 pm	1.20 pm
Late	12.55 pm	1.30 pm

## Foundation One

	<b>FS1 AM 2 ½ hrs</b>	<b>FS1 AM 3hrs</b>
Doors Open	8.30 am	8.30 am
Registration	8.40am	8.40 am
Late	8.50am	8.50 am
Session Ends	11.10 am	11.40am

## Lateness

If your child arrives late, the parent/carers must report to the office staff.

# **ABSENCE FROM SCHOOL**

Children are required to attend school for 190 days each year.

The LEA target for attendance in primary school is at least 95%.

<b>Attendance during one school year</b>	<b>Equals days absent</b>	<b>Which is approximately weeks absent</b>	<b>Which means this number of lessons missed</b>
95%	9 Days	2 Weeks	40 Lessons
90%	19 Days	4 Weeks	80 Lessons
85%	29 Days	6 Weeks	120 Lessons
80%	38 Days	8 Weeks	160 Lessons
75%	48 Days	10 Weeks	200 Lessons
70%	57 Days	11.5 Weeks	230 Lessons
65%	67 Days	13.5 Weeks	270 Lessons

How does your child's attendance compare with this target?

Please remember that children who miss a lot of school achieve less.