



**Sutton Oak C.E Primary School**

*Goodban Street, Sutton, St Helens, WA9 3QD*

# **Attendance Policy**

## **November 2017**



**Believe, Achieve and Grow Together**

# Sutton Oak C.E Primary School

## Statutory Framework

A pupil is required to attend regularly at the school where they are a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only the school's acceptance of the explanation offered by the letter/message authorises the absence.

## Rights and Responsibilities

### School

Sutton Oak C.E. Primary School expects all pupils to attend regularly and to arrive on time in a fit condition to learn.

Staff will encourage good attendance and punctuality with all pupils and will lead through personal example.

The school employs a range of strategies to encourage good attendance and punctuality and works closely with parents when attendance/punctuality gives cause for concern.

Parents who use English as a second language or who have literacy problems will be offered support from school in matters of communication if school is made aware of these issues.

Parents are informed promptly either by the school or the school's Education Welfare Officer of any attendance concerns that may arise.

### Pupils

Pupils are expected to attend regularly and on arrive on time.

Pupils will be encouraged to achieve and maintain a good attendance through assemblies, incentives and reward certificates.

### Parents

Parents are responsible for ensuring that their child attends school regularly and punctually, properly dressed and equipped and in a fit condition to learn.

Parents are responsible for informing the school before 9.30am (or as soon as possible) on the first day of any absence of the reason why their child is absent by phone call or personal visit. Parents may be asked to provide medical evidence to support absences.

Parents should avoid routine medical/dental appointments for their child during school hours unless it is a specialist appointment that cannot be arranged outside school hours. Parents should inform school before an appointment and a copy of any documentation should be shown to the school office so that the absence can be authorised.

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Parents are expected to attend meetings on request if concerns arise about their child's attendance.

## Registration

The attendance register is a legal requirement and must be taken twice daily. The register is taken at the beginning of each morning and afternoon session. School must distinguish between authorised and unauthorised absences.

Registration is an important time when children are welcomed by the class teacher and news and information is shared. Children who arrive late miss out on this crucial time.

Registers are recorded electronically and coded in accordance with current government advice. Pupil absence will be recorded as 'N' (reason not known) until school accepts a reason for the absence. This will then be changed to either an authorised or unauthorised code. School will make the decision whether an absence will be authorised.

The schools register will inform the fire evacuation register.

If the computer system fails a paper register will be taken by the class teacher. This will be entered on to the system at the first opportunity.

## The School Day

Children are expected to be on the playground by 8.50 a.m.

Children are admitted into school at 8.50 a.m.

Registration begins at 9.00 a.m. at this time the school gates are locked. Registration ends at 9.05 a.m.

Children arriving after this time must enter through the front door to receive a mark; they will be coded 'L' late on the register.

The morning register will close at 9.30 a.m.

Children arriving after this time will be coded 'U' which counts as an unauthorised absence OR any other code the school decides to record the late arrival correctly.

Afternoon registers close at

- 1pm Reception
- 1.10pm KS1
- 1.15pm KS2

School takes punctuality very seriously. If parents do not address this issue promptly it can lead to legal sanctions such as a Penalty Notice fine. Parents of children who arrive late on a regular basis will be invited into school to discuss the issues and concerns around the punctuality of their child.

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## Authorised/Unauthorised Absence

All absences should be explained by the parent before 9.30am or as soon as possible on the first day of absence.

School employ a 'first day response' system for chasing up unexplained absence, this is a safeguarding strategy. If school cannot make contact with parents the schools Education Welfare Officer will be requested to visit the home to find out the reason why children are absent. School will then decide whether or not to authorise the absence. Parents are requested to return their child to school as soon as possible after an absence even if there is only one day of the school week left.

- Absence from school may be authorised if it is for the following reasons:
- Illness
- Unavoidable medical appointments (with evidence)
- Days of religious observance (with evidence)
- Exceptional family circumstances, such as bereavement

If a child's absence is a cause for concern the school can ask the parent for medical evidence such as prescriptive medicine, doctors stamped appointment cards, care at the chemist booklet etc in order to authorise further absence. Parents will not be asked for doctor's notes that incur a cost.

The school nurse is always available to give assistance and advice to parents.

Absence from school will **not** be authorised for:

- Shopping
- Looking after siblings or other family members
- Minding the house
- Birthdays

Parents of children with a high incidence of unauthorised absence may be subjected to Legal Sanctions such as Penalty Notice fines OR prosecution in the Magistrates' Court.

## Leave of absence during term time

**School cannot authorise time off for family holidays during term time and Parents do not have the right to take their child out of school for such holidays.**

Parents can only apply for leave of absence during term time in exceptional circumstances. Parents must apply in writing to the headteacher well in advance of the absence. The headteacher will decide if the Leave will be granted and how many days will be authorised.

**If the headteacher does not grant an application for leave of absence and parents decide to take the leave anyway, the absence will be unauthorised and the parents may receive Penalty Notice fines. Penalty Notice Fines can be issued to each parent for every child concerned.**

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## Strategies for Promoting Attendance

- Parents and pupils will be reminded regularly (via newsletters, parents' evenings etc.) of the importance and value of good attendance.
- Attendance data will be regularly collected and analysed in order to help identify patterns, set targets, correlate attendance with achievement and support and inform policy/practice.
- The school employs the services of a Local Authority Education Welfare Officer (EWO) to support the school in meeting its legal obligations with regard to school attendance. The EWO will investigate all arising attendance issues in accordance with current government guidance and legislation.
- Parents of pupils whose attendance falls below 95% may be invited to agree an attendance action plan OR a Parenting Contract with the EWO and the Headteacher to help improve their child's attendance; this may include supportive referrals to the school nurse or a parenting course.
- A pupil with an attendance of 90% or below is categorised by the government as **Persistent Absentee (PA)**. All PA's will be targeted for improvement by the EWO and the headteacher. Parents of PA's with a high incidence of unauthorised absence may be the subjects of legal sanctions including **Penalty Notices OR Prosecutions in the Magistrates' Court**.
- The school will support Pupils who are absent through long term chronic or life threatening illness by adhering to current government guidance for children with medical needs; this may involve a plan of support with home tuition and a re-integration plan back into school.
- Teachers and support staff who become aware of issues which may lead to attendance difficulties will report the issues in a timely manner to the Headteacher.
- When appropriate school will liaise with other agencies – Educational Welfare Service, Educational Psychology Service, Social Services, the School Nurse and other agencies to support and help pupils with attendance difficulties.
- The Head Teacher will report to the school's governing body termly on attendance matters.

This attendance policy adheres to current government legislation and guidance. For further information please refer to:

*The Education (Pupil Registration) Regulations 1995*

*The Education (Pupil Registration) (Amendment) 1997*

*The Education (Pupil Registration) England 2001*

# Sutton Oak C.E Primary School

Agreed by the Governing Body Policy Review Committee on : November 2017

Signed: *M Hyland* (Chair of governors)

Review Date: November 2019

# Sutton Oak C.E Primary School

## Application for Leave of Absence during term time

From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**.

Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application.

Evidence may include a letter from an employer, or in the case of Armed Forces or Emergency Services a Superior Officer. The Headteacher will then consider authorising /unauthorising the absence.

**Please be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time. Penalty Notices are issued per parent per child.**

Further Information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at [GOV.UK](http://GOV.UK).

Name of pupil (s)	Year group

Name of parent/carers	
1:	Relationship:
3:	Relationship:
Address (if different from address of child):	
Telephone No:	

Date of leave of absence	
From:	To:
Total number of days:	

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Please list your reasons including any exceptional circumstances for removing your child/children from school during term time. Please attach any appropriate evidence to support your application.

I understand that the absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

Signed ..... Date .....