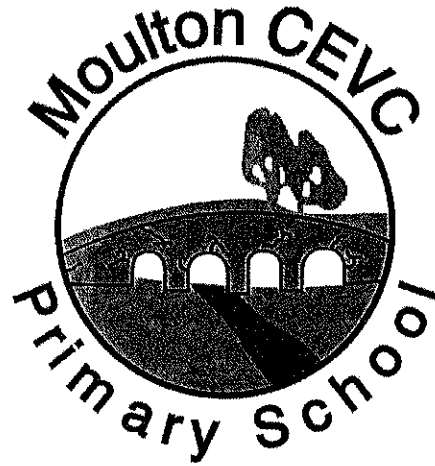


Attendance Policy

Moulton CEVC Primary School



Approved by:	Full governing body	Date: 4 th March 2019
Last reviewed on:	February 2019	
Next review due by:	March 2020	

Chair of governor's signature *B Spiller*

Aim

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Responsibility of Parents/Carers

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent/carer to notify the school of their child's absence. This must be by contact on the first day of absence. Parents should call the school for each day of absence, unless a different arrangement is made with the Headteacher. Parents/Carers should avoid making dental/medical appointments for their children during school hours.

Parents/Carers are strongly encouraged not to take children out of school for a holiday during term time. Leave of Absence, as a general rule, will not be authorised except in rare and exceptional circumstances.

All pupils should be aware of the importance of regular school attendance. It is important that they arrive at school on time and are ready to learn. Pupils arriving late must report direct to the school office.

Responsibility of the School

All staff at Moulton CEVP School will provide an ethos that places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

School staff are responsible for ensuring that pupils have good attendance by

- Keeping registers accurately.
- Differentiating appropriately between authorised and unauthorised absence.
- Responding to absenteeism firmly, consistently and with sensitivity.
- Contacting parents/carers when they are concerned about a pupils' absences, and recording the contact.
- Consulting the Education Welfare Service if a pupil's attendance continues to give cause for concern.
- Promoting regular school attendance (for example, by contacting parents/carers on the first day of absence if they have not contacted the school).
- Acknowledging good or improved attendance of individual pupils.

Penalty Notices

Suffolk County Council has agreed the targeted use of Fixed Penalty Notice Fines in certain circumstances of parentally-condoned absence from school. The Anti-Social Behaviour Act 2003 (and subsequent Regulations) amended the Education Act 1996, creating a new sub-section 444(1). This allows for Penalty Notices to be issued as a way of dealing with some cases of unauthorised absence, providing that certain procedures are in place.

The criteria for issuing Penalty Notices in Suffolk will be:-

- Where a pupil has missed at least 8 sessions (a total of 4 school days) due to unauthorised absence during a school year.
- Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.

Every Child Matters

Regular school attendance is a necessary contributor to ensuring the outcomes of Every Child Matters:-

Be Healthy

- Attendance at school supports children's emotional and social health and development.
- The school curriculum teaches children to be healthy.

Stay Safe

- Schools and the Local Authority have a statutory duty to promote the safety and welfare of children.
- The best way to safeguard children is to ensure they attend school regularly.

Enjoy and Achieve

- Good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings

Make a Positive Contribution

- Membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others.

Achieve Economic Well-being

- Good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style.

Reviewing the Policy

The school will review this policy each year.

SCC Guidance

Guidance for Schools on the Law Relating to School Attendances and Pupil Registration, June 2005.

DCSF Guidance

Keeping Pupil Registers: Guidance on Applying the Pupil Registration Regulations, September 2006.

Appendix A A Guide for Staff

Appendix B A Guide for Parents/Carers

Appendix C Registration Codes

A Guide for Staff – Appendix A

Registration

- Teachers are responsible for attendance registers (a list of register codes is in the front of the registers).
- Registers will be called promptly by 9.00am and by 1.15pm by Teachers or teaching assistants
- If a pupil fails to arrive before the register is taken, he/she will be marked as absent.
- Pupils who arrive late (after 8:55am) should report to the Office where parents will sign the late book. These children will be given a late mark in the register.
- Office Staff alerted to any unexplained absences, are responsible for contacting parents and for putting the appropriate registration code in the register.

Monitoring Procedure

- Attendance data is on SIMS and monitored on a weekly basis.
- Office Staff and Teachers will alert the Headteacher to any patterns of absence causing concern.
- The Education Welfare Office visits regularly to monitor absences.
- The headteacher or administration team will contact parents if their child's absence is causing concern or falls below 95%

Leave of Absence – Authorised/Unauthorised

Providing an explanation is received, an absence can be **Authorised** for:-

- Illness
- Emergency dental/medical appointments (routine appointments should be made outside school hours).
- Religious observance of family religion
- The County Council hasn't provided transport for a child if they live more than two miles from school (if they are under eight) or three miles from a school (if they are eight or over). This does not apply if the parents have chosen to register their child in a school outside their catchment area.

If Staff are unsure how to mark an absence they should consult the Headteacher.

Strategies for supporting Pupils and Parents/Carers.

- If no reason has been given for an absence, phone calls to Parents/Carers will be made (First Day Calling).
- If a pattern of absence develops, the teacher will speak to the headteacher.
- If there is no improvement in attendance, the headteacher will contact Parents/Carers and invite them in for a meeting.

Support for Pupils who have difficulties attending School.

Where Pupils are absent with good reason (long-term illness or exclusion) Staff will arrange for work to be sent home and ensure it is marked on a regular basis. After a period of absence, pupils will be welcomed back to school and a reintegration programme agreed.

A Guide for Parents/Carers – Appendix B

Attendance & Lateness



A Guide for Parents

When does my child need to be at school?

The children will be admitted into the School building from **8.45am**. We expect all children to continue to arrive between 8.45am and 8.55am. No children should arrive at School before 8.45am or after 8.55am.

What if my child is late?

If your child arrives late, and after the Register has been taken, they will need to report to the School Office. The Register will show a late mark for that session.

Must I send a letter explaining my child's Absence or will a phone call do?

You must notify the School as soon as possible, or **before 9.30am**, if your child is going to be absent. A phone call is normally sufficient.

What reasons can the school accept for absences?

✓ Illness

✓ Emergency dental/medical appointments (routine appointments should be made outside school hours)

✓ Religious observance of family religion

What absences are unacceptable?

× Holidays, day trips

× Visiting relatives

× Shopping trip

× Birthday

× Long weekends

Will the school contact me if my child is absent?

It is your responsibility to contact the School if your child is absent. If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the way forward.

Can we take family holidays during term time?

Family holidays should be taken during the school holidays.

What if there are exceptional circumstances?

If there are exceptional circumstances, you need to request permission for your child to be absent from School by completing a Leave of Absence form.

My child is trying to avoid coming to school. What should I do?

Contact the School as soon as possible and discuss the situation. Your child may be avoiding school for a variety of reasons and it is important to find out what they are so that we are able resolve the situation.

What happens if the School is concerned about my child's attendance?

You will be asked to come into school for a meeting. A further meeting with the Education Welfare Officer may also be arranged to discuss the causes for concern. All School registers are monitored by the Education Welfare Officer.

In some cases you may find it helpful to contact an Education Welfare Officer yourself to discuss your child's difficulties. The Education Welfare Officer is based at:-

Forest Heath multi-agency & Early Help Team
People's Services
West Suffolk House, Western Way
Edmunds
3YU

Children & Young
Suffolk County Council
Bury St
Suffolk IP33

Telephone: 01284 758198/620

Good Attendance

- Children who attend school regularly are more likely to achieve good results and reach their full potential.
- Attendance at school supports children's emotional and social health and development.
- Good attendance will help you to give your child the best possible start in life.
- Good attendance helps develop learning habits that will last into later life.
- Children who have attended their school regularly have a better chance of getting and keeping a job.

Punctuality

- Gets the day off to a good start with everyone in a positive frame of mind
- Sets positive patterns for the future
- Helps your child to make the most of his/her learning
- Helps children to develop a sense of responsibility for themselves and for others
- Helps your child make and keep friends
- Leads to success and self confidence

REGISTER CODES – Appendix C

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity

C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances

Moulton CEVC Primary School

Headteacher: Mrs D Shipp

Why is school attendance so important?

- **Children who attend school regularly are more likely to achieve good results and reach their full potential.**
- **Attendance at school supports children's emotional and social health and development.**

- **Good attendance will help you to give your child the best possible start in life.**
- **Good attendance helps develop learning habits that will last into later life.**
- **Children who have attended their school regularly have a better chance of getting and keeping a good job.**

£60 Penalty per Child, per *Parent/Carer

NEWMARKET SCHOOLS WORKING TOGETHER: Newmarket Academy, All Saints CEVA Primary, Exning Primary, Houldsworth Valley Primary, Laureate Primary, Moulton CEVC Primary and Paddocks Primary Schools have agreed to a common attendance policy.

Leave of absence must be taken in school closure periods unless there are rare and strictly exceptional circumstances.

The criteria for issuing a **Penalty** is:-

- Where a pupil has missed **4 school days** or more due to **unauthorised absence** during a school year.

The Penalty is **£60 per parent/carer, per child**, payable within **21 days**. If not paid within 21 days, the Penalty increases to **£120 per parent/carer, per child**, payable between **21 and 28 days**. If the Penalty is not paid within 28 days of issue, the Local Authority will start legal proceedings against you which may lead to a fine of **£1000**.

*Parent, Carer or Person with Parental Responsibility.

Leave of Absence during Term Time

£60 Penalty per Child/per *Parent/Carer

Please read the information overleaf before completing this form.

Name of Child	Current Address	Year Group
Names of any siblings attending other Newmarket schools for whom leave of absence is being requested	Name of school	Year Group

The reason for taking my child/children out of school during term time is...

.....

Destination of holiday/trip.....

First day of absenceLast day of absence.....

Total number of days absent from school.....

I have read the information overleaf and understand my responsibilities.

Parent/carer's Signature.....Date.....

Leave of absence during term time

Leave of absence **has not** been authorised for.....day/s

This absence will incur a Penalty Notice

In view of the exceptional circumstances of your case, leave of absence **has** been authorised for
..... day/s

Attendance figures to date

Name of child..... %

Name of child.....%

Previous absences

Signed.....Headteacher

Date.....

*Parent, Carer or Person with Parental Responsibility

