



Ashby Hastings Primary School

"Inspiring minds to foster confidence"

Attendance Policy

Adopted by Ashby Hastings Primary School on:	Date – 23 August 2021
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	1

For the purpose of this policy, the 'Head Teacher' refers to the Executive Head teacher, Head teacher or Head of School.

Attendance Policy - Pupils

Aims

Our attendance policy aims to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- Enable pupils to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of their legal responsibilities;
- Ensure attendance meets Government and Local Authority targets

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Leave of Absence is defined as any absence from school to do other activities e.g. special events. Anything other than illness or medical appointments and those items listed in the authorised circumstances elsewhere in the policy.

Expectations

We expect that all pupils will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school **daily** during any absence or advise of pending absence if known in advance.
- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Notify school immediately of any changes to contact details.
- Complete an absence request form for exceptional circumstances

Absence Examples

Authorised absences:	Unauthorised absences:
<ul style="list-style-type: none">• genuine illness of the pupil;• hospital/dental/doctor appointment for the pupil;• major religious observances• visits to prospective new schools• external exams or educational assessments.	<ul style="list-style-type: none">• shopping /day trip / visit to a theme park; a birthday treat;• oversleeping due to a late night;• looking after other children / other family member;• appointments for other family members• holidays during term time

We expect that the school will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment where pupils will not be off rolled regardless of circumstances other than that of permanent exclusion.
- Provide a sympathetic response to any child's parent/carer's concerns.
- Ashby Hastings Primary School monitors attendance and any parents/carers whose children are identified as a cause for concern will be invited to meet with the Headteacher in the first instance.
- Contact parents/carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to pupil medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Inform parents/carers of the % attendance of all pupils.
- Make initial enquiries regarding pupils who are not attending regularly.
- Contact the local Attendance Officer to monitor and support school attendance and punctuality where there are serious concerns.
- Refer irregular or unjustified patterns of attendance to the Attendance Officer. Failure by the family to comply with the planned support set by the Attendance Officer may result in further actions, e.g. a Penalty Notice, parental/carer prosecution or an application for an Education Supervision Order.
- Will notify the Local Authority (LA) after 15 days of pupil sickness.
- Will notify the Attendance Officer after 10 days unexplained absence.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For pupils, the school gates are open from 8.45am until 8.55am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 9.00am and pupils who arrive after 9.00am will be recorded as late to school. Lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken at 1.05pm.
- Persistent lateness by a pupil will be dealt with initially by the school and may be referred to the Attendance Officer.
- Pupil's attendance and punctuality is recorded on their annual report and will be passed on to future schools as necessary.

Pupil Leaving During the School Day

During school hours, the school staff are 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.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers 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 be signed back in on their return (register book in reception). This must be done by the responsible parent/carer.
- Where a pupil is being collected from the school, parents/carers are to report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents/carers will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.*

Leave of Absence (special events, any absence other than illness)

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

In line with the Government's amendments to the 2006 regulations (see Appendix 1), effective September 2013, leave of absence during term time will NOT be authorised.

The Headteacher and Governors have determined that:

- In **exceptional circumstances** permission may be granted for a maximum of five days of authorised absence (per school year) providing your child has a good (95% or higher) attendance record over the previous three terms.
- See information on penalty notices for absences of more than 5 days
- Where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school governors, no less than 4 weeks prior to the requested

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 academic year.

- Exceptional circumstances are sometimes unforeseen e.g. bereavement. These will be treated as individual and special cases.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence.

Penalty Notices

Penalty Notices can be issued for unauthorised leave by the Attendance Officer/Local Authority and may also be issued when a pupil is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

Penalty Notices for Holidays

Unauthorised absences may lead to the school requesting that the Local Authority serves a Penalty Notice to parents/carers in line with the Local Authority's Code of Conduct. More information can be found on the schools section of the local authority website – www.leicestershire.gov.uk

Failure to ensure regular school attendance

Ashby Hastings Primary School regularly monitors (daily and monthly) attendance. Any parents/carers whose children are identified as a cause for concern will be invited to meet with the Headteacher. If there is no improvement in school attendance, the Headteacher will refer to the Attendance Officer, who works in partnership with school and parents/carers, in support of pupils who are failing to attend school on a regular basis.

The Attendance Officer may also issue a Penalty Notice to parent / 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 school or Attendance Officer. Before a Penalty notice is issued, parents/carers will be warned of their liability to receive such a notice by the school employed Attendance Officer.

Changing Schools

It is important that if families decide to send their child to a different school that they inform Ashby Hastings Primary School as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and confirmation from the next school that they have started with them
- The address of the new school
- A new home address if appropriate

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority Tracking Officer and Education Welfare.

Appendix 1

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

Term-time holiday

The **Education (Pupil Registration) (England) Regulations 2006** currently allow headteachers to grant leave of absence for the purpose of a **family holiday** during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions

Appendix 2

Ashby Hastings Primary School - Absence Request Form (also available in electronic form on Weduc)

Name of Child/ Children:	Class:
Absence Dates: From:	To:
Please note that if you do not notify us of an absence from school it will be classed as unauthorised.	
Please indicate why this absence could not take place during the course of the normal school holiday pattern:	
Signed:	

For School to Complete

Regarding your application for authorised absence from:.....to.....	
Your request has been: accepted / denied	
Your request has been accepted because: <input type="checkbox"/> Attendance is above 95%. <input type="checkbox"/> Absence is attached to an existing holiday. <input type="checkbox"/> Exceptional family circumstances.	Your request has been denied because: <input type="checkbox"/> Attendance is below 90%. <input type="checkbox"/> Absence is not attached to school holiday. <input type="checkbox"/> Absence is during National Testing time.
Signed:	If you wish to appeal against this decision please contact the school's Chair of Governors, via the school office.

Office: Completed form to be copied and the original placed in the school files. Copy to be sent home to parent/carer via child.