



Ashby Hastings Primary School

"Inspiring minds to foster confidence"

Attendance Policy

Adopted by Ashby Hastings Primary School on:	Date – 8 th September 2023
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	3

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

Ashby Hastings Primary School seeks to ensure that all their pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential. For pupils to gain the greatest from their education it is vital that they attend regularly and punctually. Any absence causes disruption to learning and should be avoided if at all possible. Improving attendance at Ashby Hastings Primary School is the responsibility of everyone in our community – pupils, parents, governors and staff.

AIMS

- To encourage and assist all pupils to achieve excellent levels of attendance of above 97%.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To maximise attendance across the school population and reduce persistent absenteeism (below 90%).
- To work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance.

	Attendance	Days Missed
Outstanding	Attendance is 97% or higher	0-6 days missed
Good	Attendance is 95% or higher	9-10 days missed
Requires Improvement	Attendance is below 95%	10-19 days missed
Cause for Concern (Persistent absence)	Attendance is below 90%	20+ days missed

PUPILS

All pupils are expected to:

- Attend school regularly and to arrive on time.
- Come to school properly equipped and prepared to learn.
- Talk to a member of staff if there is a problem causing them to miss school.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn.
- They inform the school of the reason for any absence by the school online communication tool or by telephone to the school office by 8:50am on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. If no reason is given the absence will be automatically unauthorised.
- They know that they will not have holidays authorised during term time.
- They make medical and dental appointments outside of school time where possible.
- They give the school up to date information regarding diagnosed medical conditions which may affect attendance.

THE SCHOOL

The school will:

- Strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

- Establish an effective system of incentives and rewards to recognise the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.
- Recognise all young people who fall below the DfE threshold of 90% attendance as Persistent Absentees and will treat them as a vulnerable group of pupils who warrant support.

Registration

Registration is a legal requirement and creates an orderly start to the school day.

Classroom doors will open at 8:40am and the register will be taken at 8:45am. Pupils arriving after 8.55 will receive a late mark (L) and pupils arriving after 9.15 will receive a late mark (U). A 'U' mark means that that the whole morning session equates to an unauthorised absence.

Authorised/Unauthorised Absence

The school's registers will be coded in accordance with the Department for Education mandatory codes as published in the guidance - [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance)

All absences must be explained by a parent or carer. The school will then decide whether or not to authorise the absence.

Any unexplained absence will be unauthorised.

Absence may be authorised due to:

- Sickness
- Unavoidable medical/dental appointment
- Days of religious observance
- Exceptional family circumstances

If a pupil's attendance becomes a cause for concern, the school may ask parents to provide medical evidence to substantiate their reasons before the absence can be authorised.

Holidays

Ashby Hastings Primary School feels that any absence from learning disrupts continuity of learning, undermines educational progress and should be avoided, therefore, holidays in term time will not be authorised.

Exceptional Leave

The school recognises that there may be times when a pupil requires exceptional leave during term time for short periods of time. In these circumstances parents are asked to complete the 'Absence Request Form' to request the absence. These requests will be considered by the Headteacher on an individual basis.

Procedures for Following Up Absence/Lateness

If a pupil is absent and no reason has been provided by 9:30am school will contact parents, as part of the safeguarding procedure.

When a pupil is persistently late or absent without good reason, and the school's efforts to effect change have been unsuccessful, a referral may be made to our Education Welfare Officer for further action.

School attendance records are completed daily and stored electronically for future reference.

Attendance data will be collected and analysed to help identify patterns, set targets and inform pastoral and curriculum practices.

Parents/carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.

Every effort will be made to resolve attendance problems with parents and pupils but where problems persist, the Local Authority court team will be informed and requested to initiate legal proceedings

Appendix 1

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:	

To be completed by the Headteacher:

Authorised

Unauthorised