

Policy No	Blisworth Community Primary School
Version No	(Attendance Policy)



# ATTENDANCE POLICY

**This section should be completed following ratification of the Policy:**

Committee Ratifying Policy:	Date of meeting: September 2019
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	Name	Signature	Date
Chair of Committee's Approval			
Chair of Governor's Approval			
Recommended Review Date:	Spring 2022		

### Ownership

Blisworth Community Primary School is a Local Authority School. It will be displayed on the policy list whether the policy is Local Authority adopted or school produced. The policy is issued by the Clerk, Cheryl Tomkinson, to whom any change requests or queries should be directed by emailing [cheryl@plumtreecottage.co.uk](mailto:cheryl@plumtreecottage.co.uk).

### Version Control

This document is issued and maintained in accordance with Blisworth Community Primary School's procedures. Any change to the document will increase its version number. It is the responsibility of the reader to check with the Clerk that this is a currently valid copy.

Version	Date	Description of Change	Changed By

**Purpose of this policy**

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Blisworth School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. As part of this commitment, we recognise that for a child to achieve their full educational potential, a high level of school attendance is essential.

Good school attendance is one of the most important factors in achievement at school and we are committed to working with parents to help every child achieve their full potential.

The school recognises the clear links between attendance, attainment, children's enjoyment of school and our role in safeguarding children. Absences, especially if frequent or continuous can be damaging to a child's education and reasons for non-school attendance need to very clearly given. We will consistently work towards very high standards of attendance for all children..

### School times

The school will be open to pupils for 190 days per year. Parents will be supplied with a list of term dates at least once during the preceding school year. These are available on the school and Northamptonshire County Council websites.

Morning	Afternoon
8.55am – 12.00pm	KS1 – 1.00pm – 3.25pm KS2 - 1.00pm – 3.30pm

The gates are open from 8.45am and children should come straight into their classrooms at this time. For health and safety reasons, it is important that pupils do not arrive before this time. The school will contact parents of children who arrive persistently before this time

### Registration

Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keep an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day.

The register will be taken at 8.55am and 1:00pm by the class teacher and total numbers completed.

### Procedures for late arrivals

Parents are asked to contact the school if they know that their child will be late for school due to a medical appointment or other good reason. If the school has not been advised that a child will be late then the session will be marked as an 'unauthorised absence'.

- Morning register is at 8.55am. Registers remain open for 30 minutes.
- Children arriving after the start of school but before the end of registration (9-9.25am) will be coded as late before registers close. Children who arrive late are noted in a school record which we are required to monitor closely.
- Any pupil arriving after 9.25am will be marked as late after registers close. This is recorded as an unauthorised absence for the morning session unless the school has been notified of an acceptable reason.
- If your child is absent and the school has not been notified, we will contact you at home after registers close.

Parents of children who are persistently late will be contacted by the school via either a letter or a call to make an appointment to discuss the issue.

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### **Responsibilities of parents**

It is the legal responsibility of parents to ensure children receive an appropriate and full-time education. Blisworth School expects that parents/carers will:

- ensure their children attend the school regularly
- support their children's attendance by keeping requests for authorised absence to a minimum
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school

Parents will also be expected to:

- notify school on the first day of absence by telephoning/emailing the school before the close of registers at 9.25am. Otherwise the absence is likely to be recorded as unauthorized
- respond to subsequent follow-up calls for children who are absent for more than a single day.
- ensure their children arrive at school on time

### **Responsibilities of pupils**

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or the Headteacher.

Pupils should attend all their lessons on time, ready to learn. Pupils have a responsibility for following school procedures if they arrive late. They should inform the school office before going into the classroom.

Children should make sure they know which adult is collecting them/arrangements for the end of the school day.

### **Responsibilities of the school**

All staff (teaching and support) at Blisworth School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

The Headteacher will oversee, direct and coordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. They will also ensure that up-to-date attendance data and issues are made regularly available to all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that attendance is a standing item in the Headteacher's report to governors. The Headteacher will notify parents if we have a concern regarding a child's absence to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

### **Responsibilities of Governors**

- The Headteacher will report concerns relating to attendance to the Curriculum Committee who will bring this to the attention of the full Governing body.

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- The Governing body is aware of the attendance profile of Blisworth School and any actions that are being taken to improve it.
- The Governing body will monitor the patterns and trends of reasons for absence and be aware of any impact on the whole school and pupils' achievement.
- The Governing Body will ensure Blisworth School has an action plan for every pupil whose attendance is causing concern.

### **Authorised and Unauthorised Absence**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded accurately using the correct code. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, staff will make efforts to contact parents for the reason. Should this not be possible, absences will be recorded as unauthorised.

If parents/carers take their child on an unauthorised holiday, this will lead to the child's absence being recorded as unauthorised and will be included on their school report and also in the school register which is monitored by the Local Education Authority who may decide to take further action. Parents should be aware that schools have no discretion to authorize family holidays in term time.

Blisworth School will challenge parents to clarify the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Headteacher.

Please note: If a child is absent in the week immediately before and/or immediately after a school holiday, medical confirmation may be requested by the school before the absence is authorised. The final decision will be that of the Headteacher's.

If parents/carers do not inform the school when they move, emigrate, decide to return late from a family holiday, elect to home educate or privately educate, then the child will be regarded as a 'Child Missing from Education'.

Children who are regularly absent from school will be monitored carefully for patterns of absence and for reasons given. It may become necessary for medical confirmation to be provided by parents/carers for all absences before they become authorised. Should this become necessary, the school will discuss the reasons for it with parents and will monitor any change in attendance.

### **Requests for Authorised Absence**

Absence will be authorised when leave has been granted by the school in advance. The school will authorise absences only in exceptional circumstances; for example:

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- a pupil is to participate in a specialist educational experience (e.g. a music school, unique sporting activity)
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's /student's parents belong, or other exceptional cultural requirements
- the pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority

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- the pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months
- a pupil is involved in an exceptional special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered
- in other exceptional circumstances connected with family relationships (e.g. a family bereavement) and for a very limited period

Except in the case of similar circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- no explanation has been given by the parent
- the school is not satisfied with the explanation
- the pupil is absent for unexceptional reasons, e.g. a birthday
- the pupil is absent from school on a family holiday

The final decision whether to authorise an absence rests with the headteacher.

### Holidays in term time

On 1st September 2013, a law was introduced by the government which gives **no entitlement to parents to take their child on holiday during term time**. Any application for leave must only be in exceptional circumstances as described above. Headteachers are not expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without the consent of the school. The Local Authority will be monitoring all school absences during term time and challenging schools and parents who do not adhere to the new legislation. Please see the **Code of Conduct-Regulation 14 The Education (Penalty Notices) (England) Regulations 2007** for more detailed information and visit the Department for Education website: <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

As described above, parents wishing to request authorised absence must complete the appropriate form available in the school office, giving dates and stating the exceptional circumstance which makes the absence necessary. This must be received by the school at least four weeks before the absence commences. The Headteacher will then make a decision based on the exceptional criteria. All requests will be considered on an individual basis and any request authorised for another pupil or granted on a previous occasion cannot be treated as a precedent. Absences, both authorised and unauthorised will be recorded on the child's Annual Report to Parents.

### Procedure to be followed when a child is ill

- If a pupil is ill, the parent/carer should notify the school by telephone. Parentmail or e-mail ([admin@blisworth.northants.sch.uk](mailto:admin@blisworth.northants.sch.uk)) on the first day of absence as early as possible before 9:25am giving the reason.
- If a pupil is ill for a second day then the parent/carer needs to contact the school again.
- Following NHS advice, If a pupil has sickness and/or diarrhoea they should stay away from school for 48 hours after their symptoms have gone.
- If the parent/carer knows the pupil will be absent for several days, the school should be informed the time-period and no further calls will be needed. However, school will contact you periodically to check on the welfare of your child. Please respond to these calls as if we cannot contact you we may need to make further investigations to ensure your child is safe.
- If a pupil is ill beyond the time-period given, the school should be contacted otherwise the absence will be recorded as unauthorised
- If a pupil has a medical appointment (although parents should be encouraged to make these

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out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand) then the parent/carer should notify the school in advance by telephone or e-mail

### **Frequent Absence**

Information received from parents explaining absences and lateness are noted

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Educational Welfare Officer (EWO).

School may also request medical confirmation from parents for children who are regularly absent in order to authorize any absence in the future.

Parents are regularly reminded of the fixed penalty notice system that may be invoked for poor attendance by Northamptonshire Local Authority . Please see above for details.

### **Arrangements for dropping off and collecting children from the school**

On admission to the school, parents provide accurate information about who holds parental responsibility for their children i.e. names, addresses, telephone numbers and information for emergency contact persons.

Children in **Reception and Y1, Y2 and Y3** will be dropped at the beginning, and collected by parents/carers at the end of the school day. Children will be brought out onto the school playground by the class teacher. Parents will ensure that their child's class teacher is fully notified as to who will pick up/drop off children and give information if anyone other than the primary parent/carer is to pick up their child from school. In emergencies, the school office can be contacted and we will let your child's class teacher know.

**Children in Y4, Y5 and Y6:** children can be dropped off/collected by parents as above, notifying the school of any changes. If you wish your child to walk to and from school on their own, then the school requires that you provide written permission.

Parents should ensure that their children know which adult is collecting them, or whether, where appropriate, they are walking home, or for example, attending an after-school club. If a child is collected by a parent or other approved adult, between the hours of 8.55am and 3.30pm then the adult should report to the school office so that the child can be collected and signed out.

### **Protocols when children are not collected**

- If any child is not collected from school within 15 minutes after the end of the day, the Headteacher or class teacher will telephone the parents/carers.
- If there is no response, emergency contacts will then be telephoned.
- If, after 60 minutes, it has not been possible to contact parents/carers or emergency contacts then the local police will be contacted; the
- Headteacher will also contact the referral team of the local social services office to inform them of a possible concern
- Police will liaise with social services and the school to make arrangements for someone to collect and care for the child. Detailed, timed records of the action taken and calls made by the Headteacher/teacher will be kept. Consideration should be given to notifying the social services to investigate the circumstances under child protection or child welfare

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procedures/services.

### **Promoting attendance**

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Northamptonshire attendance targets. The school will use opportunities as they arise to remind parents/carers, that it is their legal responsibility to ensure that their children receive their education, as stated in the Home/School agreement. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving set goals.

Good school attendance will be celebrated in a number of ways, both as a class and individually. The method of celebration will change depending on the needs of the school and in order to keep it fresh and exciting for the children.