



St Anne's C of E (A) Primary School Attendance Policy

'Let all that you do be done in Love' 1 Corinthians 16:14

St Anne's strives to 'develop the whole child, spiritually, mentally and physically by helping pupils to:

Love God

Love learning and

Love themselves and others

in a caring, Christian environment through close links to the Church and community.

Approved by	Head Teacher Signature	Approval date	Review date
F&P		19.05.2021	Summer 2022

Our Aims

- To maintain and improve overall percentage of attendance of all pupils.
 - To raise attainment through regular school attendance.
 - To make attendance and punctuality a priority for school.
 - To develop a framework with clearly defined roles and responsibilities.
 - To ensure consistency of practice.
 - To provide support and advice to pupils and parents.
 - To develop a systematic approach to the gathering and analysing of attendance data.
 - To develop close links between home and school.
 - To implement a system of rewards and sanctions.
-

Attendance Policy

Nottinghamshire Local Authority (LA) is committed to working with, and supporting schools, parents/carers and children to ensure that every child achieves the highest level of attendance at school. The LA is also committed to working in partnership with other agencies who can contribute to a holistic approach to improving school attendance.

The Early Help unit will lead on school attendance for the LA and will ensure that all other relevant agencies are engaged in the support of particularly vulnerable children and groups, including children in public care and Traveller children.

Legal Requirements

Parents have a duty to ensure that their children receive full time education. The Education Act 2002 places the responsibility for enforcing school attendance on the LA. This responsibility is delegated to the Targeted Support Service. Legal action will be instigated against parents/carers in relevant circumstances using the wide range of available options including:

- penalty notices
- school attendance orders
- section 444(1) and (1) (a) of the Education Act 2002

Children should be at school, on time, every day the school is open, unless the reason for absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent. Any absences should be reported to the school before the start of the school day (8.50am) on the first day of absence, and if possible the predicted date of return given. A dedicated absence reporting line and text service is available to parents for reporting absence.

School have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence, to the Early Help Unit.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those that the school does not consider reasonable and for which no "leave" has been given.

This includes:

- Parents keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.

Registers are marked with the codes identified on Scholarpak. Registers remain open for 15 minutes after the start of the school day. Children arriving after this time will be marked as late by the Office Manager.

If the child should be at school (i.e. parent assumes they are at school) and is found not to be there, then a thorough search of the school and premises will be undertaken and if unsuccessful the Police and parents/carers will be contacted.

Medical appointments must wherever possible be arranged outside of school hours. All medical absences will be authorised if school are satisfied they are genuine. Otherwise they will be upon receipt of medical evidence. (Appendix A).

Any unexplained absences will result in letters home requesting further details. It is encouraged that parents/carers speak to the school if they are having difficulty getting their child to school.

If difficulties cannot be sorted out in this way, the school may refer the child to the a support service within the Local Education Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

The maximum penalty on conviction is a fine of £2500 and/or three months imprisonment.

Alternatively, parents or children may wish to contact the Early Help Unit themselves to ask for help or information. They are independent of the school and will give impartial advice.

When an individual pupil's attendance level falls below 85% in any term without good reason, a referral to the Early Help Unit will be made by the school. Following investigation any unresolved issue could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

Any child whose attendance falls below 90% is classed as a persistent absentee and this will automatically trigger the start of the process, beginning with support to improve.

If a child reaches 3 days (6 sessions) of unauthorised absence over a 6 week rolling period the school will issue a warning letter to parents/carers. This letter will make it clear that any further absence may result in the issuing of a Penalty Notice to each parent for each child to

whom persistent absence applies. The child's attendance will then be monitored closely by the school for a period of 12 weeks.

If the unauthorised absence persists and then rises to 5 days (10 sessions) over a 6 week rolling period then a Penalty Notice will be issued to each parent for each child to whom persistent absence applies either directly by the school, or through the Local Authority.

It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts, etc. Leave may be granted in an emergency (e.g bereavement).

HOLIDAY ABSENCE

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

Amendments to the 2006 regulations make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The following have been agreed as exceptional circumstance:

- Circumstances that mean the request would significantly improve, or prevent deterioration in child's health and well being.
- Important family celebration eg wedding, funeral
- Religious observance
- Unexpected serious illness of relative living away.

Head teachers in consultation with the governor with responsibility for overseeing attendance, will meet regularly and determine the number of school days a child can be away from school if the leave is granted.

Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence is marked as unauthorised leaving parents at risk of receiving a penalty fine.

PENALTY NOTICES FOR PERSISTENT LATENESS

A penalty notice may be issued where a pupil is persistently late for 10 separate instances over a rolling period of 6 weeks and where these are signified as a U in the attendance register.

ATTENDANCE TARGETS

St Anne's C of E (A) Primary School Attendance Target for each child is 97.0% per academic year.

ATTENDANCE INCENTIVES

The school operates a range of attendance incentives including:-

- A weekly attendance award, for the class which achieves the highest attendance and this is noted in the weekly newsletter.
- Children who celebrate their birthday on a school day are awarded a card during Star of the Week.
- Termly certificates are awarded to those children who have achieved 100% attendance in the term.
- Children with 100% attendance for the school year receive a certificate.
- Any child with outstanding attendance during their primary years are rewarded at the end of term assembly when in Year 6.

MONITORING ARRANGEMENTS

St Anne's C of E (A) Primary School operates its own internal attendance audit procedure. The Office Manager monitors attendance daily and creates regular reports to prioritise further actions.

Children with attendance falling below 91% are identified. The parents/carers are contacted to notify them of their child's current attendance rate and that the situation is being monitored to result in an improvement.

In order to monitor the level of pupils' attendance, each school will be asked to provide the LA with termly data. This data will inform the LA on the progress being made in achieving the targets to improve the overall attendance in LA schools. From 2006 (secondary) and 2007 (primary) individual pupil attendance data will be collected as part of the national school census survey which is collected via the Research and Development team and submitted to the DfE.

An annual report will be provided to the Education and Lifelong Learning Select Committee about the work of the TSS and about the level of attendance in the LA schools.

HELP AND SUPPORT

We are keen to support families in whatever way possible to ensure good attendance. Any parent experiencing difficulties should contact school as early as possible and we will meet to discuss ways forward. We are keen to avoid the need to take punitive steps, preferring to work closely with families wherever possible. However, it is the legal responsibility of parents to ensure that their children attend school regularly and on time and there is good evidence to show that poor attendance and punctuality have a negative impact on learning and success in school. Please do not hesitate to make contact with us if you are experiencing difficulties.

SUMMARY

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend school. School staff are committed to working with parents as the best way to ensure as high level of attendance as possible.

POLICY REVIEW

This policy is monitored by the Governing Body and will be reviewed annually.

Appendix A – Illness Exclusions

Rashes and skin infections	Recommended period to be kept away from school or nursery
Athletes foot	None
Chicken Pox	5 days from onset of rash & all spots have totally scabbed over
Cold Sores	None
German Measles	6 days from appearance of rash
Hand Foot and Mouth Disease	None , usually a mild disease
Impetigo & other skin infections	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles	5 days from onset of rash
Ringworm of the body/Scabies	Seldom necessary to exclude provided treatment being given
Scabies	Child can return after first treatment
Scarlet Fever & Streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case less than 5 days from the start of treatment
Slapped Cheek	None- please let school know as can be harmful to expectant mothers
Shingles	Exclude only if rash is weeping and cannot be covered
Warts and verrucae	None
Diarrhoea and vomiting illness	
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
E-Coli Typhoid Shigella	Should be excluded for 48 hours from the last episode of diarrhoea Further exclusion may be required for some children until they are no longer excreting
Cryptosporidiosis	Exclude for 48 hours from last episode of diarrhoea
Respiratory infections	
Influenza	Until recovered
Tuberculosis	Always consult your GP
Whooping Cough	5 days from commencing treatment, or 21 days from onset of illness if no treatment
Other infections	
Conjunctivitis	None – Treatment recommended
Diphtheria	Exclusion is essential. Consult GP.
Glandular Fever	None
Head Lice	None. Treatment recommended.
Hepatitis A	Exclude until 7 days from onset of Jaundice
Hepatitis B & C	None
Meningococcal Infection	Until recovered from illness
Mumps	Exclude child 5 days from onset of illness
Tonsillitis	None

Please note that in all contagious infections the washing of hands and good hygiene procedures will always shorten any chances of infection.
In consultation with the Health Protection Agency the above periods of exclusion have been set. These are to ensure that both staff and children are not placed at unnecessary risk from infection.

Appendix B

Changes to Holiday allowances from 1st September 2013

Dear Parents/Carers

We are writing to inform you of changes made by the Department of Education to requests for holidays in term time. The new legislation came into force from 1st September 2013.

The new amendments state that Head Teachers cannot authorise any leave during school time unless there are exceptional circumstances. It very clearly states that holidays are **not** seen to be exceptional. It has been agreed by all Head Teachers in Worksop that NO holidays will be authorised during term time. This is because ...

Going to school every day means:

- ✓ Better life chances for your child
- ✓ Building lasting friendships
- ✓ Taking part in exciting activities
- ✓ Being able to reach their full potential
- ✓ Developing a love of learning
- ✓ Receiving certificates & rewards for attendance for themselves, and their class

If you feel your request for leave is exceptional, then you will need to complete the attached form. This will need to be returned to school for approval by the Governing Body. Please note you will need to give at least 2 months' notice. If the request is approved by the Governors, then we will determine how many days to authorise.

The amendment also includes procedures for issuing fixed penalty notices (fines) to EACH parent who fails to ensure their child attends school. The fine will be £60/parent, if paid within 21 days, or £120/parent, if paid within 28 days. This brings the fixed penalty notices into line with other types of penalty notices & allows local authorities to act faster on prosecutions.

If, after having read all this, you still decided to take your child on holiday, then please note

- It will be recorded as unauthorised
- You may incur a fixed penalty notice
- A referral to Target Support may be made

If you wish to find out more you can visit:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Thank you for your continued support.

Request for Absence – Exceptional Circumstances

If having considered all the above you still wish to request authorisation for leave of absence for EXCEPTIONAL circumstances during term time, please complete this form and return to the School Office at least 2 months before the planned event.

Child's name

Class

Absence from (last day in school) _____
to (1st day back in school) _____

Total number of school days requested _____.

Explain in detail why you think the request is **exceptional**.
(Evidence may be required)

Signed _____ (Parent/Carer)

Date _____

Copy to be returned to Parent/Carer after consideration by Governing Body.

Child's name _____

Class _____

Current Attendance Rate _____

Planned absence from _____ to _____

Date request received

Date of discussion with Governing Body

Request approved & number of days authorised _____

Request declined for following reason:

If leave of absence taken number of days unauthorised _____

Signed

Head Teacher (on behalf of the Governors)

Request for Absence – Exceptional Circumstances

Name _____

Class _____

Request for absence deemed exceptional for following reason / s:

- Circumstances that mean request would significantly improve, or prevent a deterioration in child's health or well being
- Circumstances mean child's educational development is unlikely to be impaired (e.g. 100% attendance or request arranged around holiday dates)
- Set holiday allocation at Parent/carers place of work
- Important family celebration e.g Wedding, Funerals
- Unexpected serious illness of relatives living away
- Religious observance
- Hospital appointments which cannot be organised out of school times

Comments:

Signed on behalf of Governing Body

Date