



# 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 |
|-------------|------------------------|---------------|-------------|
| FGB         |                        | May 2023      | May 2024    |
| PS&D        |                        | 26.11.2025    | Autumn 2026 |
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# Attendance Policy

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St Anne's C of E (A) Primary School is committed to working with, and supporting parents/carers and children to ensure that every child achieves the highest level of attendance at school. The school is also committed to working in partnership with other agencies who can contribute to a holistic approach to improving school attendance.

The Early Help Case Management Team 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

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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 Early Help Case Management Team (North) 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 9am on the first day of absence, and if possible the predicted date of return given. A dedicated absence reporting line is available to parents for reporting absence.

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

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 CME Officer in the LA.

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.

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 allocated by the LA.

Parents are expected to contact school at an early stage and to work with the school in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Early Help Case Management Team at the Local 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 Case Management Team themselves to ask for help or information. They are independent of the school and will give impartial advice. They can be contacted by telephoning **0115 804 1248**

When an individual pupil’s attendance level falls below 90% in any term without good reason, a referral to the Education Enforcement Officer at the Early Help Team 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.

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). Medical appointment must wherever possible be arranged outside of school hours. Where this is unavoidable the appointment letter must be shown at the school office to enable them to authorise the absence.

## HOLIDAY ABSENCE

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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 1 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. Head teachers should 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.

## ATTENDANCE TARGETS

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

## ATTENDANCE INCENTIVES

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The school operates a range of attendance incentives including:-

- Weekly attendance reported on newsletters.
- Termly Attendance treat for overall Class winner.
- Children who celebrate their birthday on a school day receive a birthday certificate.
- Celebration Assemblies are held each Term to acknowledge and reward individual pupils achievements for good attendance and punctuality.
- Presentations are made at our Celebration Assembly to those children who have achieved 100% attendance for the academic year and Year 6 pupils who have achieved an Outstanding Primary School Attendance of 97% or above.

## MONITORING ARRANGEMENTS

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St Anne's C of E Primary operates its own internal attendance audit procedure. Half termly monitoring in addition to the weekly overview is in place.

Children with attendance falling below 90% are identified. The parents/carers are contacted about the school's concerns and it is determined how we can work together to resolve any issue which are affecting the pupil's attendance and educational progress.

Home Visits are carried out by the HT and additional staff member to families where attendance is a cause for concern.

Although the law distinguishes between authorised and unauthorised absence, it is the overall attendance of pupils that is crucial. Targets for reducing absence have been set with all school and will be reviewed on an annual basis. The LA also has a target to reduce absence that will be monitored annually.

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 DfES.

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

## SUMMARY

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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.