



Attendance Policy

Haslingfield Endowed Primary School

Approved By	Standards Committee
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Responsible Officer	James Hayward

Introduction

We expect all children on roll to attend every school day, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. We strive to make our school a happy and rewarding experience for all children.

Under the Education (Pupil Registration) Regulations 2006, the Governing Body are

responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

For information on school exclusions, it is recommended that this policy is read in conjunction with the school's Positive Behaviour Policy.

2. Arrival and registration

Children can arrive at school from 8.40 a.m. Each school day is separated into two "sessions", a morning session and an afternoon session. This means that, for a child to achieve 100% attendance over a five day week, they must be in school at the start of all 10 sessions.

Morning registration ends at 8:50 am, which is when the school gates are closed and locked. If a child arrives after the registration period, he/she will be marked as late and must be signed in by an adult via the school office. The afternoon register is taken at 1.15 p.m for all children.

It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office via the ipad e-registration portal located at the front desk. This process is important in the event of fire/emergency drills and procedures.

2.1 Late Arrivals

Children arriving late are disadvantaged in learning due to missing content taught. Therefore it is paramount that parents develop good habits for ensuring their children arrive on time. Should any difficulties arise, the school may ask to meet with parents to see if some support can be put in place.

3. Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside school hours.

If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. A copy of documentation (such as a medical appointment letter) is requested to authorise the absence, and without such, may result in the session being recorded as an unauthorised absence.

The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence. It is necessary that a detailed explanation of the illness is given; this is necessary to spot trends in illness for the individual child and the class as a whole.

4. Definitions

4.1 Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian (for example, if a child has been unwell and the parent writes a note or emails or telephones the school to explain the absence).
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to take them to a museum (which they deem has educational purpose), is not an authorised absence.

4.2 Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the Head teacher.

5. If a child is absent

When a child is absent, the class teacher will record the absence in the register.

Parent are expected to email or telephone the school by 9am on the morning of the day of absence to inform the school that their child will be absent and the reasons why they are not in school. The school office will record this information on the school register.

If no message has been received regarding the reason for the absence, the school office has the responsible duty to contact the parent or guardian by 10am. If the parent or guardian cannot be contacted, the school office may call the emergency contact number held on the child's file. If this does not give reasons to the child's absence then the school will follow the Local Authorities guide on [Children Missing from Education](#).

Parents have a responsibility to call the school each day that their child is absent. For example if their child is ill on day 1, and still not well enough for school on day 2, they must report this to the school office on each separate day – not just on the first event. Please see section 10 for reporting during long-term absences.

6. The Education (Pupil Registration) Regulations 2006 (Amended 2015)

Section 7 (1) "Leave of absence may only be granted by a person authorised on behalf of the proprietor of the School. Leave of absence should not be granted unless the proprietor considers that the leave of absence is due to exceptional circumstances"

The governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid absence in term time. However, in exceptional circumstances, at the discretion of the Head teacher, the Head teacher may choose to grant a leave of absence. In all such cases, the return date must be agreed by the Head teacher as any child who is absent longer than 10 days after the agreed time can legally be removed from the school roll. The Headteacher will align their decision with DfE and Local Authority attendance guidelines.

An absence that has not been agreed by the Head teacher will be recorded as unauthorised. Authorisation will not be granted retrospectively.

7. Examples of what may constitute exceptional circumstances

- A significant close family celebration (e.g. a parents wedding, a parent's / siblings graduation)
- To attend a special religious/cultural festival
- To attend a sporting tournament of which the child is a participant
- To attend a funeral of a close family relative
- To attend a specialist medical appointment that is difficult to be rearranged (for example a meeting with community paediatrics or general hospital appointments).

All of the above circumstances concern authorisation of a single day's absence only. If a request includes days outside of the main reason for the absence request, these additional dates will not be authorised. When the absence involves long-distance travel (eg international), allowance may also be given to this if it is deemed appropriate by the Head teacher and unavoidable in the individual/unique circumstances. However, authorised term time absence for all travel circumstances should not be assumed by the requesting parent/carer.

8. Examples that do not constitute as exceptional circumstances

- To have a holiday in term time, because the cost is cheaper than school holidays
- To request a holiday / visit to relatives because they live far away
- To request a holiday/ visit to relatives or friends in relation to lost opportunities to do so because of the coronavirus pandemic.
- To expect authorisation of term time absence because the child will complete learning at home/holiday

These incidences should not result in the children missing school and alternatively should be arranged during the school holidays. The school has a duty to report to the Local Authority of any period of 5 consecutive days of unauthorised absence; this may result in the parents being fined by the LA.

It is also important for parents to know that it is not considered an authorised absence if

- a child is well, but refusing to come to school.

9. Criteria by which the Head teacher will make decisions concerning the authorisation of absence

9.1 The general attendance of pupils will be considered.

If a child has had a significant number of absences for any reason they will not be able to “afford” to miss any further schooling. A request for leave for exceptional circumstances is unlikely to be approved under any circumstances unless the child's attendance is 95% or above for the past year. However, high attendance does not automatically mean all absence requests can be authorised.

9.2 The timing of the proposed leave

There is significant impact for a child who is absent at the beginning of a new school year. This is particularly noteworthy if the child is with a new teacher or a new class

For children in Year 6, any unnecessary/unauthorised absences during the build-up to and during the National Curriculum tests, can put them at disadvantage to their peers.

10. Long term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up their school work. The school (either the school office or the child's class teacher) will keep in contact with the child's parents to understand if their child is well enough to complete work at home. There will be no expectation that children complete work whilst they are recorded as not well enough to attend school.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services at the Local Authority, so that arrangements may be made for the child to be given some tuition outside school.

Parents have a duty to report their child's absence on each consecutive day that they are not attending school. However, should a child receive medical advice to remain away from school for a specific period of time, this is not necessary. In this event the school asks for a copy of the documentation/diagnosis from the doctor so that this information can be recorded on the school register. The school will still keep in weekly contact with the child/family.

11. Repeated unauthorised absence

Unauthorised absences remain on the child's record and may be reported to the Local Authority's Education Welfare Officer (EWO).

Attendance and punctuality are monitored by the EWO and the school. If a child has a repeated number of unauthorised absences, the parents and carers will be asked to visit the school and discuss the problem. The EWO may also visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

Parents have a legal duty to enable their children to attend school. The Local Authority has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

12. Monitoring and Reviewing

It is the responsibility of the governors to monitor overall attendance. The Governing Body also has the responsibility for this policy and for seeing that it is carried out. The governors will, therefore, examine closely the information provided to them (at least 3 times each academic year) and seek to ensure that the school's attendance figures are as high as they should be. The school will keep accurate attendance records on file for a minimum period of three years.

The School Administrator will be responsible for monitoring attendance. Attendance is monitored every 6 weeks. Please see appendix for details of the monitoring procedure processes.



Haslingfield Endowed Primary School Attendance Monitoring Procedures

Stage	Event during 6-weekly attendance monitoring meeting	Action
A	Children whose attendance has dropped to between 95.9% and 90% are identified.	<ul style="list-style-type: none"> • School to record in attendance monitoring folder to ensure child's attendance is reviewed at the next monitoring period. • Internal action only
B	<p>B.1) Child identified at last monitoring meeting has attendance below 96% for second successive term.</p> <p>B.2) Child with attendance between 90% and 80%</p>	<ul style="list-style-type: none"> • School to send parents Stage B attendance letter. • Attendance lead to document in monitoring folder
C	Child who received Stage B letter at the last meeting, and who's attendance continues to decrease	<ul style="list-style-type: none"> • School to send parents Stage C attendance letter • Attendance lead to document in monitoring folder • Stage D Attendance Letter • Attendance lead to document in monitoring folder
D	<p>D.1) Child who received Stage C letter – attendance continues to decrease / shows little improvement</p> <p>D.2) Any child identified with attendance below 80% (no previous identification at monitoring necessary)</p>	<ul style="list-style-type: none"> • Stage E letter, which invites parents to a supportive attendance meeting between the head teacher, the school attendance lead and the parents. • Targets for improved attendance set. Provision/procedures to support improved attendance may be discussed. • Parents informed of potential EWO (Education Well-fare officer) involvement. In case of significant persistent absence, the EWO may attend the meeting. • Stage F letter given
E	Child who has received Stage D letter, who then shows little or no improvement in attendance.	
F	Child who has received Stage E letter and parents have attended a meeting – attendance targets set have not been met	<ul style="list-style-type: none"> • The school will contact the EWO for advice and guidance on next action. A second attendance meeting, alongside the EWO may be conducted. Parents may be at risk of a fine from the Local Authority.