



Stanton Harcourt  
CE Primary School

# Pupil Attendance Policy

Date policy approved and adopted: 16 March 2017

Signed on behalf of the Governors: Rachel Elliott

A handwritten signature in black ink, appearing to be 'R. Elliott', with a long horizontal line extending to the right.

Signed by Head Teacher

Date for review: March 2018

Stanton Harcourt CE Primary School encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality.

### **School Attendance and the Law**

- Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.
- The register is a legal document, and schools must, under the Education (Pupil Registration) Regulations 2006, take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes.
- Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.
- Under the Education (Pupil Registration) Regulations 2006, (amended 2013) headteachers **may not** grant **any** leave of absence during term time unless there are exceptional circumstances. A family may apply for a leave of absence if they believe there are exceptional circumstances which warrant it. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

**Attainment is strongly linked to attendance, and research has shown that if pupils are to achieve their full potential, they must attend school regularly.**

### **Aims and Objectives**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To work with other schools to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

The Governing Body will:

- Nominate a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body.
- Ensure that the attendance policy is carried out.
- Ask questions about trends and what is being done to prevent persistent poor attenders.
- Take responsibility for ensuring this policy and all policies are maintained and updated regularly.

## The School will:

- Communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- Follow up absences and lateness if parents/carers have not communicated with the school, initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- Have systematic and consistent daily records which chart absence and lateness.
- Report to the Attendance and Engagement Team and support their work with pupils as necessary.
- Report to the Government on attendance twice a year.
- Report at each full Local Governing Body meeting on attendance and how it is being monitored.
- Consistently administer the attendance procedure.
- Ensure that registers are taken twice daily: at the start of the morning and afternoon sessions.
- Promote good attendance through newsletters and reward system.

## Parents/ Carers will:

- Ensure that their child attends school regularly and punctually.
- Inform the school of the reason for any absence on the first day of absence and confirm the expected date of return.
- Ensure the school has up to date emergency contact details.
- Keep the school informed of any barriers to their child/ren attending regularly.

## Procedures

### Registration Procedures

The school day starts at 8.50am and finishes at 3.10pm. Registration is taken at 8.55am. Classroom doors are open from 8.40am. If you arrive at school after registration has been completed(9,00am), please take your child into school via the office, where you will need to sign them in;

- All pupils **must** be in school at **8:50am** prior to the registers being marked,
- If a child is persistently arriving between 8.50am and 9.00am then the Headteacher will be informed and be in contact with parents,
- Registration will take place at the beginning of the morning and afternoon sessions of school,
- Morning registers are marked and submitted by 9.00am. Pupils arriving between 9.00 - 9.30am will be marked with L for late. Any child arriving after 9:30am will be marked as U unauthorised late,  
If a pupil is late, due to a notified medical appointment, they will receive an authorised absence coded 'M',
- If a child is late because of any other valid reason they will be marked accordingly,
- Afternoon registers are marked in class and submitted by 1.10 pm,
- Pupils leaving the school during the day must report to the office to be signed out,

- Pupils returning during the school day must report to the school office to be signed in,
- If a class is on an all day trip, the register must be completed for both the morning and afternoon sessions, coding as appropriate to the activity attended.

## **Student Absence Procedure**

### **1st Day:**

Parents notify school office if their child is absent before 9am. If no contact is made by the parent/carer, school will telephone home.

### **2nd Day:**

If the child is still absent and no contact has been made by the parent/carer, school will again telephone home and official record kept of repeated attempts at contact.

### **3rd Day:**

If the child is still absent and no contact has been made by the parent/carer, school will visit the home. If there is no response, school will inform the Local Authority of the child's continued absence and this means the child will be officially registered with the local authority, and hence the Police, as a missing person.

**A register is a legal document and must be completed accurately. This is also particularly important in the event of an emergency, such as a fire.**

### **Lateness**

Parents, guardians or carers of pupils who appear to be developing patterns of lateness will be reminded by letter of the importance of good time-keeping. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem with the headteacher.

### **Illness**

Please notify the school on each day of the absence and follow up with written note on return. We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

### **What constitutes Authorised and Unauthorised absence?**

Authorised absences are those which the school agree are unavoidable, for example, illness, family bereavement and absences for which leave has been granted e.g. medical appointments; where possible appointment letters from GPs/hospitals should also be forwarded to the school.

Please be advised that where possible doctor's and dentist's appointments are to be made outside of school hours or during school holidays.

Unauthorised absences are those which the school considers avoidable, for example, minor ailments, birthdays, shopping, day trips and holidays.

An absence is unauthorised until an acceptable written explanation is received.

### **Absences during term time**

Application for term-time leave of absence must be made at least two weeks in advance, by the parent with whom the child normally resides on the form headed 'Notification of intention to remove a child during term time'. These may be obtained from the school office or found on the school website under the heading School Office, titled 'Absence Request Form'.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 5 school days as to whether the request has been authorised or unauthorised.

### **Holidays**

Under new DFE legislation as from 1 September 2013, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Family holidays are not regarded as exceptional circumstances. If parents decide to take a holiday without the Head Teacher's authorisation, their child's absences will be recorded as '**unauthorised**'.

There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. **Parents should ensure that holidays are taken during this period.**

A fixed penalty fine may be imposed by the school/EPA for unauthorised holiday absence.

### **Monitoring and review**

It is the responsibility of the Local Governing Body to approve, adopt and then monitor the implementation of this policy and to evaluate levels of attendance.