



All Saints' CE First School **ATTENDANCE POLICY**



Pupils need to attend school regularly to fulfil their potential and to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Government expects schools and authorities to

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full time education to which they are entitled; and act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual to their lessons.

Parent Responsibilities

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Parents have the responsibility to ensure their children attend the school provision they have enrolled them at.

What to do if your child is ill: Inform the school as soon as possible on the first day of absence. Ring on subsequent days unless you have already informed the school that they will be off for a set period of time.

Getting to school on time: Your child should be at school on time, [ready](#) for the register to be called. If your child has a doctor's or dentist's appointment, inform the school beforehand so they know what time to expect them. Your child can still be given a present mark as long as they go for as much of the session as possible.

If your child is late for no valid reason, that counts as unauthorised absence.

What if my child doesn't want to go? Some children are reluctant to attend school, or look to their parents to provide them with an excuse. Never give in to pressure to let a child stay off school, it may make things worse.

If you are experiencing problems, talk to your child's school as soon as possible. Don't wait until the situation escalates. Most problems can be resolved once the school is made aware of the situation.

If the problems are in school, like bullying or study difficulties, letting your child stay away will only make things more stressful later. Schools can often offer practical ideas to help make things better, but they can't do anything if you don't talk to them and encourage your child to do the same.

If a child of compulsory school age is not receiving a suitable education by regular attendance at school or by education otherwise than at school, then the parents are committing an offence under the Education Act 1996.

Parents are expected to inform the school in line with the school Attendance Policy of any absences and the reasons for these.

Parents are expected to take reasonable steps to ensure their child is able to attend school; this would include contacting the school in the first instance to discuss any difficulties their child was experiencing, and explore what support the school was able to offer in resolving these.

School Responsibilities

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.

The school will follow up any absences to:

- Ascertain the reason for the absence / late arrival
- Ensure the proper safeguarding action is taken if appropriate
- Identify whether the absence is authorised or not
- Put in place any strategies needed to prevent further absences.
- Identify the correct code to use before entering it on to the school's electronic register or management information system

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 which 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

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful.

If difficulties cannot be sorted out in this way, the school or the parent may initiate an Early Help Assessment (EHA) where issues of sporadic and non-attendance cannot be addressed by the school in isolation and involvement from other services is required. School may also refer the child to an Education Welfare Worker responsible for supporting Absence concerns. He/she will also try to resolve the situation with voluntary support.

In cases of persistent absence or unauthorised leave, the school will refer absences to the local authority, who can issue Penalty Notices or 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 3 months imprisonment.

All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Good attendance is important because:

- *Statistics show a direct link between under-achievement and poor attendance*
- *Regular attenders make better progress, both socially and academically*
- *Regular attenders find school routines, school work and friendships easier to cope with*
- *Regular attenders find learning more satisfying*

Children Missing in Education

For children missing school for 10 days without explanation and school have no knowledge of their whereabouts and, they are not persistently absent children who would be dealt with under the school's normal attendance procedures, the school will [notify the local authority](#) in line with the 2016 DFE Children Missing Education Statutory Guidance.

Pupils on Reduced Timetables

It is the Local Authority's responsibility to have oversight of the pupils accessing part-time or a reduced education offer and/or those pupils who have been absent due to sickness for 15 or more consecutive school days.

This is defined as any pupil who is on out school roll but not receiving the full-time education offer as provided to all other pupils.

We will inform the local authority via an [online portal](#) of any child in our school who meet the criteria detailed above and to ensure the information shared is kept up-to-date at all times.

Parents will also be expected to work with the school to create and follow an Education Provision Plan with the aspiration of their child returning to full time education if at all possible. This plan will be reviewed on a regular basis, normally ½ term.

Late Attendance

Students arriving after 8.55am should enter through the office. Pupils arriving after 8.55am will receive an 'L' code (late before registration closes). Pupils arriving after 9.10am will receive a 'U' code (late after registration closes), which counts against their attendance figure.

Parents or children may wish to contact the Education Welfare Worker themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority.

School Attendance Procedures

The people responsible for attendance matters in this school are: Elizabeth Allbutt, Lynne Butterworth and the School Office Staff.

The school applies the following procedures in deciding how to deal with individual absences.

The school takes an attendance register at the start of the first session of each school day and the start of the afternoon session. On each occasion we record whether every pupil is:

- Present
- Attending an approved educational activity;
- Absent; or
- Unable to attend due to exception circumstances.

The school follows up any unexplained absences on the first day of absence to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to use before entering it on to the schools management information system (which is used to download data to the School census). The absence and attendance codes are national codes enabling the school to record and monitor attendance and absence in a consistent way which complies with regulations.

Pupils are recorded as late (before register closes) after 8.55am. Registration closes at 9.10 am.
Pupils are recorded as late (after registration closes) after 9.10am.

If children are absent, the school texts parents after 9.10am. If there is no response, this is followed up with a telephone call.

If a child is absent through sickness or any unavoidable cause, we encourage parents to inform the school by telephone in the first instance. Parents may leave a message on the dedicated absence line by ringing the main school number (01538 714915). This absence **may** constitute an authorised absence. This decision is made by the school.

If a child's attendance drops below 90% the school is advised by the Welfare Officer to request medical evidence to support absences due to illness e.g. a copy of appointment cards, prescriptions etc.

Absence during Term Time

'The Education (Pupil Registration) (England) Regulations 2006' changed in September 2013. Where there used to be the option for Head teachers to grant leave of absence during the term time in 'special circumstances' of up to ten days in a year, this has been removed.

Leave of absence in term time is discouraged. Parents are **not** automatically allowed to take their child out of school on holiday. Headteachers are now **only** allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an **exceptional** circumstance; the annual family holiday would not be deemed an exceptional circumstance.

What should parents do if they wish to request a leave of absence?

Parents should contact the school to find out how to make a request for permission. We would strongly recommend that this is done before planning any leave of absence.

Alternatively, a holiday request form can be downloaded from the Useful Information/Useful documents section of the website.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

The absences will be marked in the school register as unauthorised absences and this may result in a Penalty Notice per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.

In line with the amendments made to the Education (Penalty Notices) (England) regulations 2007 please note the following:

- The amount payable on issue of a penalty notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.
- If the penalty notice is not paid within 28 days the Local Authority is then obliged to prosecute for failing to ensure regular attendance
- Penalty notices are issued to each parent/carer, for each child.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can be issued in cases of unauthorised absence (this includes leave of absence - holiday).
- There will be **no limit** on the times a Penalty Notice for unauthorised **leave of absence** can be used in an academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notice for leave of absence (holiday) in term time

- From 1 January 2018 **any** period of unauthorised leave may result in a parent receiving a penalty notice fine. The head teacher is the only person able to authorise leave in term time, but this can apply **only** in exceptional circumstances. Any unauthorised absence will be referred by your head teacher to the local authority.

Penalty Notice for persistent lateness

- When a pupil achieves 10 unauthorised late marks, a penalty notice warning may be issued. Late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged where possible to ensure your child attends school on time. However, if your child is late you must inform the school of the reason(s) why, as they may be able to offer you some form of advice or support.

Period of time used to measure persistent absence and lateness

- If your child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website www.staffordshire.gov.uk/education.

Returning to school after illness

Children returning to school after illness should clearly be fit to do so and free from infection. Children should be fit to participate in all school activities including outdoor games and play time. Injury, asthma, respiratory complaints or circulation difficulties are of course exceptions. If in doubt the school is happy to advise.

If a child needs prescribed medication during the day eg antibiotics, the school requires written authority and parents need to call into the school office to complete the necessary medical forms.

All schools have legal powers to use parenting contacts, parenting orders and penalty notices to address poor attendance and behaviour in school. Parenting contracts, parenting orders and penalty notices are interventions available to promote better school attendance and behaviour.

When an individual pupil's attendance level falls below 90% in any term without good reason, a referral to the EWS will be made by the school. Following investigation any unresolved issues 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) or for medical appointments which must be in school time.

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 staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Policy Adopted: April 2023

Review date: June 2025