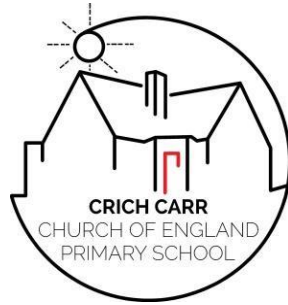


# **Crich Carr**

# **Church of England Primary**

# **School**



## **ATTENDANCE POLICY**

**Date**

**Minute No. Next Review date**

**Approved by Governors**

# Attendance Policy

**Regular school attendance is essential** if children are to achieve their full potential. At Crich Carr CofE Primary School we believe that regular school attendance is the key to enabling children to maximize the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realize their full potential and make a positive contribution to their community.

At Crich Carr CofE Primary School all pupils are valued. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. Crich Carr CofE Primary School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

To reach their potential in school, children must attend regularly. It is expected that each child will attend school every day that they can attend school. Attendance of 90% means a child misses a day of school every two weeks. Attendance of 80% means a child misses a day of school each week. Obviously, this will have a huge impact on academic performance, but poor attendance can also affect a child's well-being and happiness as regular absence means a child does not have the opportunity to build and maintain friendships with peers.

It is not just the learning missed on the day of absence that matters. If a child misses key knowledge, it will make it more difficult to understand subsequent lessons.

Below 90% attendance is classed as persistent absence and if your child falls below that threshold, you will be expected to work with the school to see how your child can improve attendance. We understand that sometimes there are unavoidable factors which might lead to persistent absence. In other cases school will look at other factors such as frequency of absence, patterns of absence or repeated reasons for absence. Support provided may include investigating unmet medical needs, working to reduce anxiety or supporting parents.

How our attendance policy works – how we record absence, manage contact with families and the legal framework are set out in detail on the School's website. A printed copy is available from School on request.

## Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear how we work together to promote good attendance. We want to:

- ensure as many children as possible are good attenders;
- ensure children arrive punctually and ready to learn; and

- support children and families when attendance is low to help improve attendance and allow them to reach their potential at school.

## **The Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approval educational activity; or
- Unable to attend due to exceptional circumstances.

## **2. Categorising absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

### **• Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence then it is authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent. Reasons such as taking a child shopping, getting their hair cut or because it's their birthday are not acceptable as reasons for absence,

The Headteacher is responsible for deciding whether or not an absence is authorised.

Parents should telephone the school on the first day of absence and say when they expect to be able to return. This should be followed up in writing from the parent/carer.

Absence is categorized as follows:

### **Illness**

In most cases the telephone call or and note from the parent informing School that their child is ill is enough. If there are lots of absences for illness, further medical information may be requested.

### **Medical / Dental Appointments**

If possible medical and dental appointments should be outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

### **Other Authorised Circumstances**

Exceptional circumstances, for example family bereavement, can be authorised absences.

### **Excluded (No alternative provision made)**

Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home. If there is an agreed reintegration package, the absence that is part of that package would be authorised.

### **Procedures**

Crich Carr works with parents to maintain good attendance. If attendance is not good, we will try to find out what the problem is and how we can help. Our approach is that we will

- report attendance to parents at Autumn term parents evening, Spring term parents evening and in each child's end of year school report;
- discuss with the parent/carer the reasons for absence where attendance is low during term 1 or term 2, to see what the reasons for absence are and whether there is any immediate support required;
- meet again with parents/carer if attendance does not improve and look at setting targets for improvement. Any targets set will be monitored and discussed with parents/carers
- contact the Education Welfare Officer or the COGS (Cluster Of Gell Schools) Family Support Worker if there is no improvement to see what further help we can offer.

**We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.**

### **The Governing Body will:**

- ensure that the importance and value of good attendance is promoted to pupils and their parents/carers;
- annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy;
- identify a member of the governing body to lead on attendance matters;

- ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with;
- agree school attendance targets and submit these to the Local Authority within the agreed timescale each year;
- monitor the school's attendance and related issues through termly reporting at Governing Body Meetings;
- ensure that attendance data is reported to the Local Authority or Department of Education as required and on time;
- ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site;
- ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence; and
- ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

#### **Headteacher and Class Teacher will:**

- form positive relationships with pupils and parents to promote the importance and value of good attendance;
- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage
- comply with the Registration Regulations, England, 2006 and other
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site and record any interventions put in place to support attendance;
- develop and evaluate school strategies and interventions that support good attendance; and
- work with other agencies to improve attendance and support pupils and their families.

#### **Administration and Support Staff**

All staff at Crich Carr will encourage good attendance and help to develop a clear expectation that children attend school regularly/

#### **Parents/Carers**

Parents/Carers are responsible for ensuring regular attendance at school and should:

- make sure that the value of education and regular school attendance is understood and supported within the home environment;
- encourage their child to look to the future and have aspirations;
- contact the school if their child is absent to let school know the reason why and the expected date of return, following up with a note where possible;
- try to avoid unnecessary absences, wherever possible making appointments for the doctors, dentists etc. outside of school hours;

- ask the school for help if their child is experiencing difficulties;
- inform the school of any change in circumstances that may impact on their child's attendance;
- support the school by taking every opportunity to get involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home;
- encourage routine at home, for example, bed times, preparing school bag and uniform the evening before;
- not keep their child off school to go shopping, to help at home or when a parent is unwell; and
- avoid taking their child on holiday during term-time.

And, perhaps most importantly, talk to their child about school, what goes on there and take a positive interest in their child's work and educational progress.

### **Registration**

The school doors open at 8.35am and children are expected to be in school by 8.45am. This gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start.

Each class teacher is responsible for marking the attendance register at the beginning of the morning and afternoon sessions.

All attendance records are documented using Rm Integris. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule

### **Lateness**

Children who are persistently late after close of register soon fall behind with their learning.

Any child who comes into school after 8.55am will be marked as late. Records are kept of those children who are late; this is documented on the electronic register for each child (Attendance code L).

Any child who arrives for school later than 9.05am will be marked as late after close of register (Attendance code U). This counts as an unauthorised absence for the whole session and will affect your child's overall attendance percentage.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (Attendance code M).

If a child is frequently late, the school will discuss this with the parent to see what is the cause and work with the parent / carer to find a solution to the problem. If the problem persists then the school can ask for support for parents from the COGS Family Support Workers.

### **First Day Contact**

Where a child is absent from school and we have not received any contact from the parent/carers, we initiate a first day contact process. Office staff check all of the registers each morning to identify those children who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone.

### **Applications for Leave of Absence in Term Time**

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

If there is an exceptional reason why a child might be absent from school the parent/carers must arrange to meet the Headteacher to discuss this before the proposed absence. If the absence is agreed, you will be given written authorisation. If it is not, the child's absence will be marked as unauthorised.

There are legal powers which mean that parents/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

### **Using Attendance Data**

Each term all children's attendance data is reviewed and coded by colour:

GREEN pupils with attendance between 100% and 96%

AMBER pupils with attendance between 95% and 90%

RED pupils with attendance below 90%

Parents/carers will be sent information every term providing details of their child's attendance.

**At Crich Carr we work closely with families to help all our children to do well. This policy sets out the legal framework and the various actions that a school can take if a child does not attend regularly but working together is the most effective way to solve problems. If there's a problem, we will always talk with parents to understand what the issues are and find ways to resolve**

**problems. No parent or carer should feel that they are on their own if there is a problem. School is here to help.**

This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000. This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.