

Tolleshunt D'Arcy St. Nicholas C of E Primary Academy



Attendance Policy

Adopted: Autumn 2021

Next review: Autumn 2023

CANONIUM LEARNING TRUST MISSION

To create a sustainable future for learning in challenging settings through the strength of collaboration and by creating the environment in which each individual school can thrive.

SCHOOL AIMS:

Our Vision is to provide opportunities for every child to develop their beliefs and aspirations. Our Christian ethos and strong community spirit enable every pupil to develop their sense of belonging and become life-long learners. Our pupils go into the world as responsible, well-rounded individuals who achieve success and make positive contributions to society.

To do this it is important that children attend school and prepared for their learning every day.

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

'Together We Achieve'

We foster a working relationship with all families to ensure that attendance is good.

RESPONSIBILITIES

The school will:

- Under the 1996 Education Act, hold a register of all enrolled pupils and complete it at the start of the morning session and again at the start of the afternoon session, using statutory registration codes
- Authorise an absence for a legitimate reason.
- Unauthorise an absence where a legitimate reason cannot be established at the time the register is taken
- Open registration at 08:55 and close at 09:30
- Transfer manual registration to an electronic system
- Record lateness (9:00-09:29) as late
- Record lateness (after 09:30) as absence
- Contact parents/carers on the first day of an unreported absence from 9.30
- Monitor absence patterns weekly and contact parents/carers about poor attendance and support that can be given before liaising with our Education Welfare Officer (EWO)
- Meet with parents in person to discuss the absence and its impact
- Promote good attendance through weekly class attendance awards, school target information in the newsletter and recognition of 100% attendees
- Provide parents/carers with attendance information in reports

Parents/carers will:

- Under the 1996 Education Act, be responsible for ensuring their children attend school regularly and punctually and fully prepared
- Contact the school to report an absence on the first day of the absence by 9:30
- Provide a written explanation or doctors medical certificate on their child's return to school
- Enter the school through the reception/office if late
- Avoid planning holidays in term time **Individual school to decide on their holiday authorisation policy*
- Request leave of absence for holiday at least 3 weeks before the holiday is taken (*see appendix A*)
- Aim to arrange dental and other appointments outside of school time and term time
- Request leave of absence for other circumstances such as music exams, funerals or medical consultations as soon as they are aware of the need (*see appendix B*)
- Not take pupils out of school for birthdays, trips out or because parents/carers are unwell

Pupils will:

- Attend school regularly and be on time for registration and fully prepared for learning
- Be in class for registration for 08:55
- Enter the school through the reception/office if late

Education Welfare Officer will:

- Work closely with schools and families to promote good attendance
- Carry out statutory duties on behalf of the Local Authority to ensure parents/carers fulfil their legal requirements in relation to school attendance

Attendance Targets

Our target attendance has been set in conjunction with the School Attendance Improvement Service and with reference to the DFE's aim of reducing unauthorised absence. It is expected that the whole school community will work together to achieve this target.

Our attendance target for the academic year 2021/2022 is 97%

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school too late to get a mark on the attendance register
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave – 5 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority

- day trips
- other leave of absence in term time which has not been agreed

Appendix A (Term Time Holiday Application Form) –

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Please complete this form and return it to the Headteacher no later than two weeks before the requested absence.
Please refer to Regulation guidance below.

I _____ parent / carer of _____ (Name of child/ren) Class (es) _____

Hereby make an application for leave of absence for a special reason

From _____ (time _____) to _____ for a total period of _____ school days / hours.

For the following reason:

Signed _____ parent / carer Date _____

For office use only		
Authorised : Comments	Unauthorised For the following reasons	Percentage attendance this academic year

Child(ren's) Name(s) _____

This is to certify that your request for leave of absence from _____ to _____ for your child/ren for a period of _____ (number) school days / hours has been:

Authorised : Comments	Unauthorised : For the following reason
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Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents/carers to take a child out of school during term time, however, you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for **£120 (or £60 if paid within 21 days)** to each parent/carers for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

Signed _____ Headteacher

Date: _____