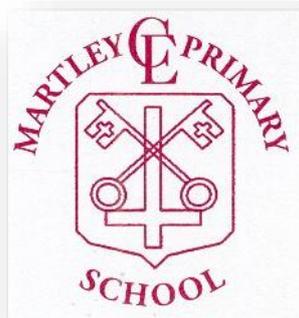


Martley CE Primary School



Attendance Policy



Attendance Policy

Introduction

Regular attendance at school is essential to promote the education of all pupils. Martley CE Primary School's ethos encourages children to feel their presence in school is important and that their contribution to their class and the whole school is missed if they are absent or arrive late.

The policy applies to all pupils in years 1-6, and it also applies to Reception age children who are of statutory school age. Children reach statutory school age in the term after they are 5.

AIMS

- To maximise the attendance of all pupils
- To provide an environment which encourages optimum attendance, and makes attendance and punctuality a priority for all those associated with the school.
- To monitor and support children whose attendance is cause for concern and to work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely with and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

Absence

Lateness

- Pupils arriving after the morning register has closed at 9.05am will be considered as late and must enter via the school office so that their attendance can be recorded. The adult responsible for bringing the child to school should also complete the 'Pupil In/Out' Register Folder in the entrance hall, noting the time of arrival.
- Pupils arriving after 9.20am will be recorded 'Late after the close of register' and will have an 'unauthorised absence' mark for the morning session unless a satisfactory reason is given and accepted.
- Action to address lateness will be taken to improve punctuality where necessary, in line with the roles and responsibilities of the Class and Head Teacher.

Sickness

- Parents/carers are required to contact the school on the first day of sickness to provide the reason for the absence by 9.30am, and on each subsequent day of absence thereafter unless a long term illness is envisaged and a planned return date is given.
- Where office staff are not made aware of the reason for a child's absence by 9.30am they will contact parents/carers on the first day of absence.
- If any member of staff is concerned about a reason for absence they must inform the Head Teacher.



Holidays during term time

There is no automatic right to request or take time off during term time. The Education (pupil registration) (England) (Amendment) Regulations 2013 prohibit the Head Teacher of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the Head teacher considers that there are exceptional circumstances relating to the application.

Exceptional circumstances

- Forces Personnel on leave from or immediately prior to a foreign posting.
- Exceptional significant family events or circumstances – these will be considered on an individual basis with parents/carers.

Parents/carers must always make any request for absence during term time using the exceptional circumstances application form available from the school office or the school website, and provide any supporting evidence. Parents/carers should allow the Head Teacher and at least two Governors sufficient time to respond to the application, ideally at least four weeks prior to the anticipated leave date.

The Head Teacher will consider every request individually but the following will **definitely not** meet the criteria:

- Relatives coming to visit
- Cheaper holidays in UK/abroad
- Family day trips
- Visiting family/friends who have different school term times/holidays

Penalty Notices

See guidance *'Education Investigation Service-Code of Conduct, Worcestershire County Council November 2013)*.

The issuing of a Penalty Notice is considered appropriate in cases of;

- An excluded child is found in a public place during the school hours of the first five days of exclusion
- Overt truancy is detected (including being caught on truancy sweeps)
- Parentally condoned absence is evidenced
- Unauthorised leave of absence has been taken (unauthorised family holidays)
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

Other than in specific circumstances, **penalty notices** will only be issued to a parent(s) **if the pupil has at least 10 unauthorised absence sessions recorded against their name within the previous 60 school sessions** (i.e. equivalent of 5 school days in any 6 school week period). In these cases parent(s) will be issued with a formal warning of the possibility of a



Penalty Notice being issued and given a maximum of 15 school days within which there should be no further unauthorised absence sessions. Where the parent(s) fail to comply with the warning a Penalty Notice will be issued.

If a school feels that the criteria for issuing a penalty notice has been met it can make a referral to the Local Authority Education Investigation Service (EIS). The local authority may decide to issue a Fixed Penalty Notice per parent/carer per child or prosecute parents/carers in the Magistrates Court.

Sanctions Penalty notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60 if paid within 21 days, or £120 if paid within 28 days.

If despite penalty notices being issued a parent/carer continues to take their child/children out of school during term time, the matter may then be taken before magistrates under Section 444(1) Education Act 1996, where the Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000.

Medical/dental appointments

Parents/carers are encouraged to make these appointments outside of school hours if possible.

Absence from school for the above will be considered as an authorised absence; however parents/carers may be required to provide written confirmation of the appointment when requesting time off.

External examinations

Absence from school for the above will be considered as an authorised absence; however parents/carers may be required to provide written confirmation of the examination when requesting time off.

Monitoring and Reporting

All absences both authorised and un-authorised will be communicated to parents/carers at the end of the academic year within their child's report.

Attendance data will be collected on a regular basis and evaluated; the results will be discussed with the EIS where it is deemed necessary.

It is the responsibility and duty of the Head Teacher to ensure all unauthorised absences are recorded and reported to the EIS and Local Authority.



Martley CE Primary School

Application Form for pupil leave of absence during term time.

To: The Headteacher of Martley CE Primary School		
Part 1- Parent/Carer to complete		
Pupil Name(s)	Class	
Part 2- Parent/Carer to complete		
Dates for which leave of absence is requested		
From: (first day of absence)	To: (last day of absence)	No. of School Days:
Destination:		
Please give the exceptional reasons for this request. (You may wish instead to attach a separate letter in support of your request)		
Date: Signed (Parent/Carer)		
<i>Please ensure that this request is made in advance of the anticipated leave date, ordinarily at least four weeks prior to the leave date.</i>		



Part 3 – To be completed by Headteacher (or nominated person)

Levels of attendance

Previous academic year _____ % and current academic year _____ %

Child(ren) will / will not be sitting examinations /SATs during this year.

Your request for term time leave has been carefully considered and the following decision has been made:

Leave of absence authorised

Should leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

or

Leave of absence NOT authorised because:

The reasons are not considered exceptional

The leave has not been requested in advance

Signed Date:

Head Teacher

NB, if the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance by the local authority.



Appendix 1

ROLES AND RESPONSIBILITIES

The following people have responsibilities in the pursuit of high levels of attendance and punctuality:

Head Teacher

- To ensure that effective systems are in place to monitor individual pupil, group and whole school attendance and punctuality.
- To work in partnership with key agencies over any issues
- To provide the Local Authority (LA) and Education Investigation Service (EIS) with accurate information regarding unauthorised absences.
- To provide governors with information to enable them to evaluate policy success and practice.
- To write to parents/carers regarding any concerns about their child's attendance.
- To arrange meetings with parents/carers to discuss support for those experiencing attendance difficulties.

Governing Body

- To determine and approve an appropriate Attendance policy
- To monitor progress towards annual targets for attendance
- To evaluate the effectiveness of the Attendance policy

Class Teacher

- To provide an accurate record of the attendance of each child in their class using the class register. (The register is a legal document and teachers are required, within their contractual responsibilities to take an attendance register twice a day, at the beginning of morning and afternoon sessions.)
- To respond promptly to any issue raised in the weekly analysis of attendance
- To organise work to be sent home for children in their class who are expected to be absent for an extended period.

Office staff

- To make use of specialist attendance software to record, store and monitor the schools legal responsibilities.
- To monitor and track attendance patterns for all children and prepare relevant reports where necessary.
- To contact parents/carers on first day of their child's absence if contact has not been made, to establish the reason.
- To ensure that a reason for every absence has been established at the end of each week.

Education Investigation Service

- To enforce the law regarding school attendance
- To work with the whole school and monitor individual children's attendance where necessary.



Appendix 2

EDUCATION INVESTIGATION SERVICE REFERRAL Form

Pupil Name				School			
Date of Birth				NCY			
Address							
Parent 1 (full name)				Parent 2 (full name)			
Parental Responsibility YES/NO				Parental Responsibility YES/NO			
Parent 1 (contact no)				Parent 2 (contact no)			
Tel number:				Tel number:			
Home number:				Home number:			
Work number:				Work number:			
Mobile number:				Mobile number:			
Alternative Address for either parent (please specify if different from pupil address above)							
Item	Requirements	Yes/No (Y/N)	Please note				
Urgent Circumstances	Is the child on Child Protection Plan		If NO but you have concerns you should make a referral to Social Care and share this information with us.				



PLEASE IDENTIFY WHICH CATEGORY YOU WISH TO MAKE THE REFERRAL UNDER

Absence Complaint Please select	There are at least 10 sessions of unauthorised absence in the last 6 school weeks		If you answer NO the referral cannot proceed unless a CP Plan is in force or a child is at risk of harm and you have concerns (see above and use notes below)
	10 consecutive days absence with NO reason provided and no contact from the parent.		If a referral falls outside of the criteria contact us for advice. The EIS will take action appropriate to the evidence available.
	5 school days leave of absence for a holiday has been refused.		If a referral falls outside of the criteria contact us for advice. The EIS will take action appropriate to the evidence available.
	A child or young person who has accumulated a minimum of 15% UNAUTHORISED ABSENCE at any time (PA)		Helps to support schools where early intervention required or 18 sessions extends beyond 6 school weeks.
	This is a re-referral following EIS action to the three categories above.		On occasions we may apply for an Education Supervision Order or a Parenting Order where we feel it is appropriate in the circumstances.
Behaviour Complaint Behavioural difficulties and pupil does not have a statement of SEN.	Do you wish to refer because an excluded child has been identified in a public place, during school hours.		If proceedings are taken evidence of this fact will have to be given. Please attach a copy of the register and give details in notes below.
	A copy of the exclusion letter must be attached it must refer to a child identified in a public place within the first 5 days of exclusion may be at risk of legal proceedings		If no referral cannot proceed



	Do you wish to make a referral for a Parenting Order you must be satisfied that parenting is a significant factor in the child's misbehaviour		The officer will advise on what further evidence will be required. Please attach a copy of the register.
Child Missing from Education	If you have become aware that a child has stopped attending and/or you do not know their whereabouts the EIS shall make enquiries before referring the matter to the Children Missing Education Team and advise with the school on removal from the registers (applicable to all categories of school).		10 consecutive absences as above, which should afford ample opportunity for schools to make their enquiries. Child on a child protection plan refers immediately. If you have safeguarding concern contact Social Care.
The Attendance Register	A signed and dated copy of the register must be attached (required for all referrals). It must include parents name, address and contact details or be attached separately.		If no referral cannot proceed.
<p>Please attach: Chronological list of all actions/support/interventions taken. Any supporting documentation: Copies of letters sent/received. Minutes of meetings/PSP, records of discussions (home visit or telephone) include names of everyone involved in the case.</p>			
	Agency		Name and Contact Number



Risk Assessment	Is there any risk in visiting the home to the best of your knowledge.		If YES please expand below.
Health, Bullying, Learning	Any know health issues, bullying allegations or learning difficulties.		If YES please expand below.
Parenting	Have you offered or undertaken a parenting contract with the parents, or offered/undertaken parenting skills with parents.		If YES please expand below.
Witnesses	The service MAY require a statement of witness to support court proceedings. Please identify who will provide this and their contact number in notes below.		
Notes: Please expand any information here the form will expand as notes are written.			
Did you know that you can now make referrals to the EIS online, please add the following link to your web browser:			
Referrer's details:			
Name:		Tel:	
Designation:		Email:	
Date:			