North Duffield Community Primary School

ATTENDANCE POLICY

Document Status			
Date of Next Review		**Responsibility**	*Governors*
Success Criteria for review completion	Update	**Responsibility**	*A Russell*
Date of Policy Creation March 2014	**Adapted School written model November 2015**	**Responsibility**	*A. Russell*
Date of Policy Adoption by Governing Body		**Signed Headteacher**	
Method of Communication (e.g. Website, Noticeboard, etc.) Website		**Chair of Governors** **Date**	

INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning. School encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils.

Children need to feel that their contribution in school is valued and all staff care about them as individuals.

GUIDANCE

The named attendance lead for our school is Tracey Oswald

Attendance at School

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive on site from **8.50** each morning. ***(Please note children should not be on site prior to this time there is no supervision available)***

Reporting of Absences

Illness

Parents are asked to inform the school office *by 9am* each day a child is unwell and will not be attending school.

- A child who has been given antibiotics should be kept away from school for the first 48 hours of treatment.

- A child who has been sick or who has diarrhoea should also be kept away from school until the child has been clear of the problem for 48 hours.
- Medical/dental appointments should be made out of school hours, however where this is not possible the school will require notification prior to the absence. When a child is absent for a medical appointment it is expected that they will return to school immediately following the appointment.

Please contact the office for further guidance on specific illnesses & required length of absence.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

Long term Absences

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

Registration and Lateness Procedures

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

- School's official starting time is **9am**.
- Any child arriving after these times will therefore be registered with a late mark.
- Pupils arriving after this time should report to the school office as they will be required to sign in and provide a reason for the lateness.
- If a child arrives after registration closes **(9.15am for all pupils)** they will be marked as an unauthorised absence for the whole morning session. ***Note – this is based on the Education (Pupil Registration)(England) Regulations 2006 and could be used as evidence against parents if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.***

Procedure for Arrival at Start of School Day

- Pupils are expected to line up with their class in the Playground at 8.55am
- They will then follow their teacher into class
- Gates to the playground and doors will be closed at 9.00am
- Any child arriving after this time will need to report to the school office and follow lateness procedures.

It is important that pupils are punctual and arrive prepared for the day's learning.

Recording and use of Absence Data

When a child fails to attend school for one or more sessions this will be recorded as an absence. Unless informed of the absence previously by a parent/guardian, the School Office Manager will phone home from 9am on the morning that a child is not in school. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will telephone and/or send a letter home to try to ensure all absences are explained.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and/or at the end of each term. Where pupils' attendance causes concern the parameters and procedures as shown in the Pupils Punctuality and Attendance Policy Statement will be followed (Appendix A) and shared with Educational Social Workers. Attendance information is passed on when pupils transfer to other schools.

Leave of Absence from School during Term Time

The Department for Education requires Local Authorities to implement government regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013. The new law gives no entitlement to parents to take their child on holiday during term time.

Headteachers would not be expected to class any term time holiday as exceptional. Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.
No parent/carer can demand leave of absence as of right.

The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from your child's school. Headteachers will also welcome early discussion with you around potential applications.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school.

Where a headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is, however, final.

Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

Amendments to 2007 Penalty Notice regulations will reduce the timescales for paying a penalty notice. Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices in line with other types of penalty notices and allows local authorities to act faster on prosecution if the fine is not paid.

It must be noted that taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child's educational progress.

Absences for part of the day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.
Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses are quickly spread.

Guidelines for the return of recovering pupils are detailed in the school's Access to Education for Primary age Pupils with Medical Needs policy.

In the event of School Closure

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day it will be broadcast on *BBC Radio York, Minster FM and Yorkshire Coast Radio*. If the weather or other conditions mean that a decision is taken to close school during the school day parents and guardians will be texted or telephoned and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

APPENDIX A

North Duffield Community Primary School

Policy statement – Pupils' Punctuality and Attendance

(To be read in conjunction with DfE and NYCC policy statements)
The highest standards of attendance and punctuality are encouraged for all pupils at all times.
School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.
Where a child's attendance causes concern, the following parameters and actions will be considered by the Headteacher:
(Each case will be considered individually based on circumstances)

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	• Attendance will be monitored by the School and attendance history considered • Contact with parents/carers if deemed necessary
90% attendance or below at any point within an academic year	• Letter to parents/carers asking them to work with school PSA to improve attendance • Discussion with parents/carers to develop a plan of action
85% attendance or below at any point within an academic year	• Discussion with ESW service re possible referral for consideration within NYCC policy and practice guidance
Repeated incidences of illness-related absence	• Discussion with parents/carers • Referral to school nurse • Request that parents/carers provide proof of doctor's involvement (appointment card with child's name on / letter / copy of prescription etc) • Work for the pupil might be sent home to be completed
Repeated arrival at school after 8.50am/8.55am	This will be marked in the class register as a LATE. • Letter to parents/carers requesting that the matter is addressed and offering support • An action plan to be established • Consideration of request from outside agencies through the Common Assessment Framework
Repeated arrival at school after 9.20am	This will be marked in the class register as an UNAUTHORISED ABSENCE for the session. • An action plan to be established • Consideration of request from outside agencies through the Common Assessment Framework

	• Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines