

Slaithwaite CE J & I

School



Attendance Policy

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ATTENDANCE POLICY

Slaithwaite CE J & I School is committed to providing an excellent educational experience for all its pupils. High attendance is a key to pupils achievement. It is our intent to ensure maximum attendance for each pupil, as there is clear evidence of a link between poor attendance and low levels of achievement.

Slaithwaite CE J & I School is committed to ensuring that parents/carers and pupils understand the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

There will, inevitably, be occasional issues that impede full attendance and these will be identified and addressed promptly. We will strive to work in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible.

Safeguarding

Slaithwaite CE J & I School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some students may be especially vulnerable (*to abuse*). Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each pupil is everyone's responsibility.

Responsibilities

At Slaithwaite CE J & I School we will:

- Expect pupils to attend school regularly, on time, properly equipped and ready to learn.
- Encourage good attendance and will communicate with parents/carers as soon as possible if there is a problem with attendance or punctuality.
- Promptly investigate all absenteeism and lateness.
- Work in partnership with parents/carers and pupils to resolve issues which affect attendance or punctuality as quickly as possible.
- Include pupils' attendance in reports to parents/carers on achievement, at least annually, in the form of the end of year report.
- Will enforce the requirement to attend school punctually and reserve the right not to authorise absence for persistent offenders, where there is

no reasonable explanation and where the absence does not fall in the category of exceptional circumstances.

- Will involve appropriate outside agencies in order to support vulnerable pupils and their families.

Parents/Carers of Slaithwaite CE J & I School children should:

- Ensure their child regularly and punctually attends school, fulfilling their legal responsibility.
- Telephone the office before 9:00 am on the first day and every subsequent day of absence, informing the school of the reasons for absence and stating an expected day of return.
- Work actively with Slaithwaite CE J & I School staff and relevant multi-agency staff, to solve any attendance issues as and when they occur.

Registration Procedures

The Education (Pupil Registration) (England) Regulations 2006 determine the admissions and attendance registers that all schools must keep. They also regulate the power schools have to grant leave of absence.

By law, schools are required to record in the attendance register, once at the beginning of the morning session and once in the afternoon, whether the student is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances.

At Slaithwaite CE J & I School Integris is used. Pupils are required to attend registration at the start of the morning session and are registered again at the start of the afternoon session.

AM registration opens at 9.00 am and closes at 9:05 am.

PM registration takes place at 1:15 pm

Pupils arriving after 9:05 am must sign in at the office and will be recorded as late.

A pupil cannot be removed from the attendance register unless they are removed from the admissions register at the same time.

Registration Symbols

The following symbols are used in registers in line with the Department for Education guidance:

Code	Description	Pupil counted as if present in school for that session?
/	Present	Yes
L	Late (before registers closed)	Yes
U	Late (after registers closed - 9.30am)	No
B	Educated off-site	Yes
D	Dual Registration	Yes
C	Other Authorised Circumstances	No
E	Excluded	No
F	Extended family holiday (agreed)	No
G	Family Holiday (NOT agreed)	No
H	Family Holiday	No
I	Illness	No
M	Medical/Dental Appointment	No
N	No reason yet provided for absence	No
O	Unauthorised absence	No
J	Interview	Yes
P	Approved Sporting Activity	Yes
V	Educational Visit or Trip	Yes
W	Work Experience	Yes

R	Religious Observance	No
S	Study Leave	No
T	Traveller Absence	No
X	Non-Compulsory School Age absence	No
Y	Enforced Closure	Yes
Z	Pupil not yet on roll	No
#	School closed to pupils	No

Absence Reporting

First Day Absence

Parents/carers should ring the school on **01484 506463**, before 9.00 am to report a pupil absence, giving the reason and likely duration of the absence. The Office Staff will input information in Integris when such information is received.

Intervention in Cases of Absence

- **Under 95%** - Letter sent or contact made to parents/carers regarding attendance concerns by Headteacher.
- **Under 90% - Persistent Absence (PA)** - Persistent absence is a serious problem for pupils. Much of the work pupils miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career.
- Where absence is classified as persistent, a letter will be sent to parents/carers and a referral made to the APSO. A meeting will be arranged with the APSO and will take place either in the Kirklees Office or at the pupil's home address. Parents/carers will be advised of the legal ramifications should their child's attendance not improve.

- **Where there is no identified medical issue** - parents/carers will be notified that all subsequent absences will not be authorised unless covered by a medical certificate.

At any time if there is a change in the attendance pattern, unexplained absences or development of a pattern of absences, the above can be overridden.

Continued Persistent Unauthorised Absence

This is likely to lead to the issue of penalty notices and other legal consequences instigated and pursued by the Slaithwaite CE J & I APSO.

Leave of Absence

- Parent/carers must notify Slaithwaite CE J& I School if they intend to remove their child for a leave of absence ie family holiday. **This is not a parental right and such requests will only be authorised in exceptional circumstances** (Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that a Head may not grant any leave of absence during term time unless there are exceptional circumstances)
- Changes to The Education (Pupil Registration) (England) Regulations 2006 - coming into force from 1st September 2013

Section 7

(1) Leave of absence may only be granted by the Head.

(2) A pupil may be granted leave of absence from the school to enable them to go away on holiday where-

(a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides and

(b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the special circumstances relating to the application.

Circumstances where Penalty Notices may be issued:

The Attendance and Pupil Support Officer for the School will consider requests from schools, the Police, other agencies such as Social Care or Youth Offending Service and neighbouring authorities for issue of a Penalty Notice.

Penalty Notices may be issued:

- If parents have not sought permission from the Head before taking their child out of school for a holiday in term-time;
- If the Head has refused the request but the absence occurs anyway;
- If a pupil has not returned to the School by the agreed date with no satisfactory explanation;

AND

- Where the individual absence has been recorded by the School as an unauthorised holiday in the attendance register on at least 10 sessions (5 school days).

The Procedure for payment of Penalty Notices

Arrangements for payment will be included with the Penalty Notice. Payment of a Penalty Notice discharges the parent of liability for the offence in question. S/he cannot subsequently be prosecuted for the period covered by the Penalty Notice.

From September 2013, payment of a Penalty Notice is for £60, for each parent of each child, if paid within 21 days, and £120 if paid after this date but within 28 days.

Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1,000, and you will receive a criminal record.

If a term time holiday is taken two times consecutively without the Headteacher's approval, the third time may trigger a direct prosecution.

Finally, you also need to be aware that if your child fails to return to school following 20 days of absence, he/she is at risk of losing their school place.

Where enforcement is necessary to improve attendance

Penalty Notices will be considered when a parent has failed in their duty as defined in section 7 of The Education Act 1996 to ensure the regular school attendance of their child.

Evidence should be available to demonstrate that:

- The pupil has had more than 15% unauthorised absence within a continuous 6-week period;
- Support has been offered by the School and or by the APSO;
- All reasonable attempts have been made to engage the parent and to provide opportunities for the parent to address the poor attendance;
- Parenting or similar contracts have been offered which were clear in the expectations of the parent and of the support that would be offered;
- DfE guidance on the use of parenting contracts has been followed;
- Parents have been made aware of the legal sanctions available including the possibility of a Penalty Notice being issued;
- The pursuit of an Education Supervision Order or a Parenting Order may not be appropriate to bring about improvement in the student's attendance in cases where families include more than one child with unauthorised absence, multiple issuing of Penalty Notices may be necessary but this will be subject to consideration on a case by case basis, by the APSO.

Long Term Absence, Support and Reintegration Programme

Long term absence may occur as a result of injury, planned hospitalisation, bereavement etc.

- Wherever possible, the Class Teacher, Head and SENCO where applicable, will make arrangements for appropriate work to be collected for any student who is likely to be absent for a long period. This may also include on-line units of work.
- A relevant member of staff will liaise with teachers to arrange additional time and support for pupils to catch up missing work.
- The arrangements will be monitored and reviewed at appropriate times by the Class Teacher.

Authorising Absence

Parents/carers do not have the legal right to authorise absence, as this is the responsibility of The Head at Slaithwaite CE J & I School.

Student Leave of Absence

Parents/carers requesting a leave of absence for their child/children must fill in a leave of absence form and take to the School Office and the Head. This should be sent to school at least 2 weeks prior to the planned absence.

Requests received within 2 weeks of the planned absence are likely to be refused.

The Head will consider the student's attendance, length of absence, any previous requests, the potential impact upon Y6 SATs and whether the reasons given fall into the category of exceptional circumstances.

A Pupil Leave of Absence will be granted only in exceptional circumstances.

A covering letter must be provided to accompany the leave of absence submitted and should give details on the exceptional nature of the circumstances.

Absence for the following reasons may be **authorised** by Slaithwaite CE J & I School where parents/carers have confirmed the absence:

- Illness
- Religious observance
- Family bereavement (5 days for funerals abroad)
- Medical appointment (appointments should be made out of school hours where possible. Appointments made within the school day should be accompanied by a medical letter or appointment card).
- Sporting activities at regional level or higher
- Performances which are linked to approved educational activities, ie musical performances organised by Kirklees Music School.

Absences may be recorded as **unauthorised** by Slaithwaite CE J & I School when due to:

- Family holidays, unless in **exceptional circumstances** and at the discretion of the Head
- Absences for reasons such as shopping, hair/beauty appointments, birthdays, no uniform etc.
- Absences which have not been properly explained
- Absence for any commercial ventures

Punctuality

The Slaithwaite CE J & I also encourages its pupils to demonstrate excellent punctuality.

Monitoring and Evaluation of the effectiveness of the Attendance Policy

A review of the attendance data will be a standing item on the Governing Body's Committee meetings (three times during an academic year).

First edition: Sept 2017

To be reviewed: Sept 2018