

Slaithwaite CE J & I School



Attendance Policy and Procedures

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Attendance Policy

Purpose of the Attendance Policy

This policy aims to ensure that pupils attend school regularly and arrive at school on time. It also gives details of the procedures for reporting absence and for requesting family holidays and leave of absence. Research shows that regular attendance at school coupled with prompt arrival has a significant effect on children's educational attainment.

Slaithwaite School believes in the partnership between school and parents and is committed to working with parents to improve punctuality and attendance. A significant concern is the number and timing of annual family holidays and leave of absences. This policy seeks to clarify times that are inappropriate for leave of absence/holidays and the procedures for requesting a leave of/holiday absence.

Roles and Responsibilities

The Business Manager

- Ensures that the registers are submitted to the office by 9.05am and 1.20pm
- Checks the registers for any absences not authorised
- Phones parents to check reasons behind any absences not authorised by 10am
- Closes the registers at 9.30am
- Informs Head of any unauthorised absences
- Informs Head of absences above 10%
- Informs Head of lateness above 5 times per term
- Informs Head of any issues regarding completion of registers
- Produces attendance and absence reports from "Integris G2" and analyses them with the Head each half term
- Issues letters to parents after discussion with the Head.

The Head

- Speaks to parents regarding attendance and lateness
- Sends standard and specific letters to parents regarding lateness or attendance
- Makes the decision as to whether a request for a term time absence should be authorised; responding to parents accordingly

Parents

- Ensure children arrive at school by 9am
- Ensure absences are notified to the school office by 9.30am on first day of absence
- Ensure school office is aware of reasons for continued absence of over 3 school days

- Make requests for holidays in term time at least 2 weeks prior to the holiday
- Inform school in advance of any medical or other appointments
- If arriving after 9.05am, enter through main entrance and inform office of arrival

Registration Procedures

Morning

Registration starts at 9.00am. The registers are sent to the school office at 9.10am. Any child not in the classroom before 9.05am will be marked late. The registers close at 9.30am. Any child arriving after this time without an authorised reason will be marked late after the register closes. This is marked as an unauthorised absence.

Afternoon

Currently all children stay on the premises for lunch.

Registration starts at 1.15pm. Any child not in the classroom before 1.20pm will be marked late. The registers close at 1.20pm. Any child arriving after this time without an authorised reason will be marked late after the register closes. This is marked as an unauthorised absence.

Punctuality

Arriving at school late on a regular basis is detrimental to a child's learning. They miss the input of the teacher for the first session and this can cause significant disadvantage. Any children arriving after 9.05am (or 1.20pm) must come through the main entrance and inform the office staff of their arrival.

The Bursar monitors lateness and informs the Head of any children that arrive late 5 times per term. This triggers a standard letter to parents to remind them of their responsibilities. If children are extremely late an unauthorised absence rather than a late mark will be given (this is at the Head's discretion).

Categorisation of Absence

Definition

Authorised absence

This is an absence that has been authorised by the Head e.g. bereavement, illness, holiday.

Unauthorised absence

This is an absence that has not been authorised so includes absences for which no reason

has been given, refused leave of absence and holidays that have been refused.

School staff are the only people that can authorise absences. The system for requesting term-time holidays and leave of absence is detailed below. Illnesses are authorised by phoning the school office before 9.30am on the first day of absence, further contact must be made with the office on the 3rd day of absence to confirm the continued illness.

Absences will be authorised for agreed leave of absence, agreed holidays, illness, bereavement, medical appointments. The Bursar is able to authorise absences for illness and medical appointments but the Head must authorise term-time holidays and leave of absence. The Bursar and Head are responsible for monitoring absences.

First Day Absence Procedure

First day absence must be notified to the school office by 9.30am. The message must be given to a member of school staff who then passes this on to the Bursar. If a message from parents has not been received by 9.30am, the Bursar will contact the parents to ascertain a reason for absence.

Referral procedure to the Attendance and Pupil Support Service

When a child's attendance drops below 90% the case will be referred to the school's attendance support officer. Referrals may also be made to the service for persistent lateness or other circumstances.

Holidays during term time

Parents do not have the right to take children out of school for holiday during term time or other leave of absence, the school may authorise an absence in very exceptional circumstances. This is at the Headteachers discretion and all cases will be looked at on an individual basis.

The Anti-social Behaviour Act 2003 has introduced Penalty Notices as an alternative to prosecution where parents are failing to ensure the regular attendance of a child at school. This specifically includes term time holidays/ leave of absence.

Requests for term-time holidays/leave of absence must be made on the official school request form. The request must be made at least two weeks before the date of absence. The official school request form requires dates of first absence, the length of absence and the number of days term-time holiday/leave of absence already taken, to be completed. Once the leave of absence has been authorised a tear-off slip is returned to the parents to inform them of the decision.

The Head (or acting Head) is the only person able to authorise term-time leave of absence.

When making a decision, the Head will take into account the attendance rate of the pupil in the current and previous academic year including the number of unauthorised absences and previous requests.

There are certain times in the school year when term-time holidays/leave of absence will not be authorised.

For all children

- The first two weeks of the academic year in September

For Year 1 children

- The week of the national phonics test; usually the second full week in June

For Year 2 children involved in Key Stage One SATs

- The period of 3 weeks from return after the Spring Bank holiday.

For Year 6 children involved in Key Stage Two SATs

- The period from return after Easter holiday until the end of the SATs week

Families requesting term-time holidays to visit relatives in heritage cultures eg India, Pakistan, Australia will have their request considered by the Head in the light of the effect on the child's education, the attendance rate in current and previous academic year and the timing of the holiday. Longer periods are only authorised in exceptional circumstances.

If parents do not follow the procedures or take longer holidays than authorised, fixed-term penalty notices will be issued in line with the Kirklees LA guidance in the document 'Code of Conduct for Issuing Penalty Notices.'

Engaging parents

Data on their own child's attendance is included in the annual report to parents that is sent out in July each year.

Collection and use of attendance data

Attendance data is collected by the Bursar on 'Integris G2 Attendance'. This data is collected electronically by the DFE on a termly basis.

Role of Governing Body

It is the role of the Governing Body to monitor the attendance rates at the school. This is reported to Governors through Raiseonline and the Headteachers termly report.

Review dates for policy

Policy reviewed - January 2017

Full Review - January 2018



Slaithwaite CE (C) Junior & Infant School

This form has been designed to clarify the process of holiday requests. The school is expected to comply with Government guidance by the Dfe (Department for Education) and the LA (Local Authority).

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR A HOLIDAY

Pupil Name:		Class:
Any other school age children:	Name:	School:
Absent from school date:		Back to school date:

Total amount of days absent from school:

Does the holiday overlap with beginning or end of term? Yes: No:

Signed:

Please state your reason for your travel:

Destination:

The Headteacher will consider the following points before authorising leave:

1. The child's attendance history (above or below 95%)
2. The time of year (Controlled tests, Exams or September)
3. The length, destination and purpose of the holiday
4. The family circumstances and the parent's reasons for wanting to take their annual family holiday during term time.

Penalty Notice:

Where the Headteacher decides that authorisation cannot be given but the absence occurs, consideration will be given to issuing of a Penalty Notice in line with Kirklees Code of Conduct or there is a possibility that your child may be taken off the school role.

Office use only:

Current attendance %

Number of late marks

Number of days requested

Would granting this request mean attendance would fall below 95% - Yes: No:

Office use only:

Signature: Authorised: Unauthorised:

Reasons:

Each request can only be judged on a case by case basis, you will receive a reply from the school in writing.

