

**Colham Manor**



**Primary School**

**ATTENDANCE POLICY**

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**Policy Written: Summer 2017**

**Date of Next Review: Summer 2019**

## **Legal framework**

Colham Manor Primary School works with the Local Authority Participation Team to enforce the legal framework as defined in the Education Act 1996 and The Children's Act 1989 (section 36).

There are responsibilities on parents, schools and the Local Authority.

## **Attendance expectation**

The DfE expect pupils to attend school at least 95% of the time. School and parents/carers are required to work together to ensure that all pupils reach this target. This policy sets out the roles, responsibilities and action that may be taken in order to achieve good attendance.

## **Roles and responsibilities**

### **Parents/Carers**

- To ensure the regular attendance and good punctuality of their child
- To ensure that their child arrives at school for 8.40am and are in class for registration to be taken at 8.50am
- To ensure a good attitude to attendance and punctuality
- Communicate to the school any issues which may be affecting their child's attendance or punctuality
- To ensure your child is collected on time at the end of the school day or contact school in the unlikely event of being late
- **To contact the school every day their child is absent, giving a legitimate reason for absence.**
- To ensure their contact details held at the school are up to date

### **Pupils**

- Have a good attitude to attendance and punctuality
- Communicate with parents and the school any worries or anxieties that may affect attendance
- Go to bed at an appropriate time and come to school on time, ready to learn

### **School**

- To educate parents and pupils on the importance of good attendance and punctuality
- To keep accurate and up to date records on punctuality and attendance
- To reward children who have good levels of attendance and punctuality, including: weekly non-uniform day for the class with the highest attendance level, attendance prize raffle for those with 100% weekly attendance.
- To communicate with parents and carers regarding attendance and punctuality concerns
- To provide support for children and families to overcome barriers to good attendance and punctuality, including support from the pastoral team or referral to other agencies
- To contact parents if no message has been received regarding absence
- To liaise with the Local Authority regarding concerns over children's attendance

### **Governors**

- To ensure that there is clear policy and guidance, which is applied fairly by the Headteacher

- To scrutinise attendance data at regular meetings, questioning the school's actions and impact on attendance

### **School action regarding absence & punctuality concerns**

#### **Reception to Year 6**

If the school is concerned regarding a pupil's attendance or punctuality, it will take the following actions:

- **Stage 1:** Contact parents explaining we have concern regarding their child's low level of attendance and / or punctuality.
- **Stage 2:** If attendance and / or punctuality do not improve significantly, we will begin a period of attendance monitoring where the child's attendance and punctuality is very closely watched. You will have the opportunity to meet with the school at this stage to discuss any reasons contributing towards low attendance or punctuality.
- **Stage 3:** If attendance and / or punctuality concerns persist, we will refer to the Local Authority Participation Team. The Local Authority may convene an attendance panel, to which parents / carers will be required to attend, see below.

#### **Attendance panels**

- Colham Manor and the Local Authority follow DfE guidelines for Attendance panels.
- Referral to The Participation Team may result in an attendance panel. Parents/carers will be required to attend a meeting at school with the Participation Officer from the Local Authority.
- Attendance targets will be set at the panel meeting, where a review date will be set.
- If targets are not met the Local Authority may have to consider taking legal action in the form of a penalty notice or a summons to the Magistrates Court.

### **The Education Penalty Notices (England) Regulations 2007**

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days. Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

#### **Nursery**

If the school is concerned regarding a pupil's attendance or punctuality, it will take the following actions:

- **Stage 1:** Contact parents explaining we have concern regarding their child's low level of attendance and / or punctuality.
- **Stage 2:** If attendance and / or punctuality do not improve significantly, we will begin a period of attendance monitoring where the child's attendance and punctuality is very closely watched. You will have the opportunity to meet with the

school at this stage to discuss any reasons contributing towards low attendance or punctuality. The school will inform you that failure to significantly improve attendance and punctuality may result in your child losing their nursery place.

- **Stage 3:** If attendance and / or punctuality concerns persist, a meeting will be convened between the school and parents / carers to discuss the pupil's removal from roll by the Head Teacher.

### **Exceptional circumstance leave**

We recognise that there may be very exceptional circumstances, which may result in a pupil being unable to attend school.

All requests for exceptional circumstance must be discussed in person, with the attendance officer in the first instance. A request for leave must also be put in writing. This letter must contain: **the reason for the request and the dates of absence, including the return date.**

**Unauthorised leave during term time, will be referred to the Local Authority Participation Team, this could incur a penalty notice of £60 per parent per child, if not paid on time it advances to £120 per parent per child or summons from the magistrate's court.**

### **Children missing from education**

If a child is missing from education for a period of ten days, without reason, we have a duty to refer this to the Local Authority, which can result in the child being removed from the school roll.

### **Absence for religious observance**

The school will follow local authority guidance regarding absence for religious observance. The school must be contacted by parents, prior to the absence, to request time off school for religious observance.