



ATTENDANCE POLICY

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Legal framework

Colham Manor Primary School works with the education welfare service and the education authority to support in enforcing 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/ren
- To ensure that their child/ren arrive 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 unable to attend with an explanation
- To ensure their contact details held at the school are up to date

Pupils

- Ensure 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
- To communicate with parents and carers regarding attendance and punctuality concerns
- To provide support, such as through the Learning Mentor or referral to the Family Support Worker, where attendance or punctuality is a concern
- 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

School action regarding absence & punctuality concerns

If attendance and punctuality concerns persist the school will follow the action flow chart (appendix I). Action may include; meeting with the school Inclusion Manager and Attendance Officer, entering a period of attendance monitoring or referral to The Participation Team.

Nursery Attendance:

If there are concerns regarding the absence of a nursery pupil, the school will follow the action flow chart up to Attendance Action Stage 2 (meeting with the Attendance Officer and Inclusion Manager). After this stage, if attendance remains at or below 90% (the persistent absence level), the Head Teacher can take the decision to remove the pupil from roll.

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, Inclusion Manager and Attendance Officer.
- 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

Amendments have been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1 September 2013.

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.

Exceptional circumstance leave

The DfE states that schools are not permitted to authorise holidays during term term.

We recognise that there may be very exceptional circumstances, which may result in a pupil being unable to attend school, such as a death in the family or hospitalisation and recovery.

All requests for exceptional circumstance leave must be put in writing to the Headteacher. This letter must contain the reason for the request and the dates of absence, including the return date.

Where holidays are taken which have not been authorised, then through 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.

If children are absent for more than a 20 day period the **child can be removed from the school roll and referred to the Local Authority Participation Team.**

Absence for religious observance

The school will follow local authority guidance regarding absence for religious observance. All requests for such absence must be made in writing to the Headteacher.