



Battle Hill Primary School Attendance Policy



Introduction

School attendance is central to raising standards in education and ensuring all children can fulfill their potential and we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. Under section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive a full-time education.

We do all we can to encourage our children to attend and put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We reward those children whose attendance is excellent. We will also make the best provision we can for those children who, for whatever reason are prevented from coming to school.

All children of statutory school-age who are registered at a school must, by law, attend that school regularly. Any absence from school can seriously disrupt a pupil's continuity of learning and have a detrimental effect on their future progress. Regularly taking time off school for family holidays and events can have a significant impact on a child's achievement. The law requires that all schools have an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register will also indicate whether an absence was 'authorised' or 'unauthorised'. National codes enable the school to record and monitor attendance and absence in a consistent way that complies with regulations.

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has been notified by a parent or carer. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. It is expected that the parent will contact the school before 9 o'clock on the morning their child is ill and failure to do so will result in the school contacting the parent or carer to seek an explanation for the absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Attendance is monitored closely in school and parents are informed in writing when their child's attendance is unsatisfactory. If poor attendance continues, the Educational Welfare Officer will also become involved. The governors, supported by the Local Authority, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Lateness

The registers close at 9.05am; any child arriving after this time will be marked late. Lateness will be monitored in the same way as general attendance. Repeated lateness will be noted and contact with either the parent/carer or Attendance and Placement Service will be made where appropriate.

Requests for Leave of Absence

Department of Education Attendance Regulations, from September 2013, dictated that Headteachers should only authorize leave of absence in exceptional circumstances. If a Headteacher grants a leave request, it will be for the Headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm. While Leave of Absence may be granted during term time, it is entirely at the Head teacher's discretion and it is not a parental right.

How to request leave of absence

- Forms to request leave of absence are available from the school office.
- A parent requesting a leave of absence during term time should make the application in writing at least two weeks in advance.
- The Headteacher will speak to parents to discuss the reasons for the application and the impact the absence may have on the child's education.
- The school will reply to all applications in writing stating whether or not the absence has been agreed.
- If the leave is not granted, the reason for not authorizing a request will be clearly stated, as well as the possible consequences if the child fails to return on that date.
- If the parent removes their child from school without requesting a leave of absence or without authorization from the Headteacher, the parent will be informed in writing that a referral is being made to the Local Authority requesting a Penalty Notice be issued.

- A Penalty Notice is a fine of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days.
- If the penalty is not paid in full by the end of the 28 day period, the Local Authority may prosecute for the offence to which the notice applies.
- Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

Long-term Absence

When a child is absent from school for an extended period of time, through illness or exclusion, the school will do all it can to send material home, so that they can keep up with their schoolwork.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Rewards for Good Attendance

- All children who have 100% attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term.

There are special gold certificates for any child who has 100% attendance for a whole year.

- Each week a 100% raffle is held for pupils in Key Stage 1 and Key Stage 2
- Pupils with improved attendance are regularly rewarded
- Each week the classes who have the best attendance in Key Stage 1 and Key Stage 2 win a trophy
- Pupils with excellent attendance are regularly put into raffles for special prizes, such as NUFC tickets.

Monitoring and Reviewing

Administration staff are responsible for monitoring attendance in the school and following up absences in the appropriate ways. If an absence is unexplained, they will contact the parent or carer to find out the reason. Patterns of absence are analysed, and the Attendance and Placement Service will be contacted if it is deemed necessary.

Signature: Mrs L Wells

Date: February 2020