



ENDEAVOUR
ACADEMY

Attendance Policy

Attendance Policy

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance.

Parental Responsibility

Throughout this policy the term 'parent' represents one parent, either parents, or carer with whom the child resides. Parents are informed in the School Prospectus of their responsibility to ensure that their children attend regularly. Punctuality is also stressed as lateness impacts on learning not only for the individual, but the class as a whole. Attendance is discussed with each parent at consultation evenings, with the current percentage attendance being reported. Parents have a legal obligation to ensure their children receive a full time education. This is achieved by regular attendance at school. When a child is unwell, parents should contact the school as soon as possible on the first day of absence informing the school of the reason for absence.

Arrival and registration

All children should be in the playground ready to come into school at 8.55 am each day. The register is taken immediately after arrival to the classroom. The register is taken twice a day and therefore a day counts as 2 attendance sessions. Morning registration ends at 9.05 am. If a child arrives after the registration period he/she will be marked in as Late. The afternoon register is taken at 12.45pm in KS1 and 1.00 pm in KS2.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours and they are signed in or out from the reception office. The signing in/out register in the Reception Office is used in the case of fire as an appendix to class registers.

Registers are checked regularly by the Learning Mentor and the Education Welfare Officer to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

Arrangements for absence

The Headteacher, **not parents**, authorises absence; Leigh Primary School adhere to

the DCSF guidelines in authorising absence. Absence for any reason during term time is discouraged. Absence known to be for the following reasons would be authorised:

Illness

Religious observance

Attendance at medical appointments (which cannot be made outside school hours)

Every effort should be made to arrange medical appointments outside school hours. You should bring a copy of the appointment letter or card to the Reception Office where it will be photocopied and placed on your child's file. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Absence from school and Holidays in Term Time

Any request for holidays in term time will not be sanctioned. The Governing body have agreed that the only exceptional circumstance will be that of a child or parent who has a terminal illness and this would be their last chance for a holiday.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

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 head teachers **will grant any leave of absence during term time** unless there are exceptional circumstances.

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 increased the current amounts of penalty notices payable by parents from 1 September 2012.

These will apply to any parent who fails to ensure the regular attendance of their child of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during schools hours without a justifiable reason.

Penalty Notices for Non-school attendance:

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any 12 week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice fine of £120 per child, which is reduced to £60 if paid within 21 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution. Where a fine remains unpaid after 28 days, the matter will be referred to the Borough Solicitor, who will consider instigating criminal proceedings.

In law, an offence occurs if a parent or carer fails to secure a child's regular attendance at school. Tameside Education Welfare Service, in conjunction with schools and Greater Manchester Police, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing. Parents may also receive a Penalty Notice without a warning letter for the offence of failing to secure regular school attendance for the following reasons:

- If their child is stopped on a truancy sweep more than once.
- If they go on holiday in term time without school's permission or are late returning from an extended holiday.
- If they have not co-operated with the Education Welfare Service following a referral from school after they have taken steps to address the absences with the parent/carer and pupil.
- If their child fails to return to school following a fixed term exclusion.

The Education and Inspections Act 2006 also makes it an offence if a parent fails to ensure that their child is not in a public place during the first 5 days of a fixed term or permanent exclusion. Penalty Notices may be issued in relation to this matter.

The School's Responsible for:

The Senior Management Team and all teaching staff work to ensure a high level of enjoyment and commitment to learning as a means of ensuring regular attendance. The Headteacher holds responsibility for attendance matters, supported by the Learning Mentor and the Attendance Administration staff. Where school attendance problems occur, the school will endeavour to work with parents in the interests of the child to achieve a resolution.

Attendance is recorded and data stored and analysed using the SIMS Attendance module. It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court. Class Teachers are legally responsible for marking their class attendance register twice per day at the start of each session.

Information on persistent absence will be collated and the data shared with members of staff, parents and the Local Authority.

Benefits and Rewards for good attendance:

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured. Where positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made. It is also appropriate to recognise the effort the parent has made to secure the child's attendance.

The following is a range of rewards that the school introduced to support good attendance:

- Attendance is shared with parents on a weekly basis via the website and all classes whose attendance is above the national average for the previous week get a special mention in the parent assembly on a Friday.
- A weekly attendance cup is awarded to the class with the highest overall attendance for the previous week.
- At the end of each term all pupils with 100% attendance for that term receive a certificate and are entered into a raffle, the pupil whose name who is drawn out will receive a bike and a helmet. The cost of the rewards are support by donations from various businesses and local organisations.
- The class with the best attendance for the term will be allowed to engage in an attendance rewards afternoon.
- Certificates are awarded at the end of each year to those pupils who have had 100% attendance for the year; these pupils also receive a £5 gift voucher during the final whole school assembly of the year.

This policy will be reviewed annually.

This policy is supported by the school's Inclusion policy