



**St Luke and St Philip's Primary School**  
**A Church of England Academy**  
**Attendance Policy**



### **Mission Statement**

St Luke & St Philip's is an open friendly learning community founded on Christian Values, whilst always welcoming and including other faiths and cultures. In our school everybody is valued and has a voice. In partnership with the church and all stakeholders we aim to equip our children to live safe, healthy fulfilling lives, enabling them to shine and sparkle today and in the future.

Regular and punctual attendance is an essential prerequisite to effective learning. At St Luke & St Philip's we aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

### **Types of Absence**

The parent/carer of a child of compulsory school age is required by law to ensure that the child regularly attends the school at which he/she is registered. Should a parent fail to ensure that his/her child attends that school regularly then the parent may be guilty of an offence and can be prosecuted by the Local Authority. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code will be used.

### **Authorised Absence**

Authorised absence is where the school has either given approval in advance for the child to be absent or where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- illness, medical or dental appointments;
- days of religious observance;
- exclusion;
- family bereavement;
- involvement in a public performance;
- 'exceptional' occasions (the nature of such occasions will be determined by school on an individual basis);

### **Unauthorised Absence**

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Absence should **not** be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (eg shopping, minding the house, etc);
- family holidays (unless granted under 'exceptional' circumstances).

### Persistent Absence

From the beginning of the academic year, 2015 to 2016, the government has reduced the persistent absence threshold from 15 per cent to 10 per cent. Therefore, a pupil is now considered to have persistent absence if their attendance falls below 90%.

This change came about because to have 85% attendance means a pupil has to be absent for 56 sessions (28 days) of school. This is a great deal of schooling to miss and, in the government's opinion, setting the bar too low in this respect.

### Approved Educational Activity

Children who are educated off site, dual registered, or who are engaged in supervised educational activities away from school premises, need not be marked as authorised absent, and will be recorded as on an approved educational activity. This means that for statistical purposes such as educational visits, or approved sporting activities can be counted as statistically 'present'. The nature of the activity must, however, be recorded by use of appropriate code. This is important in order to ensure that an accurate record of those children physically present on site at any given time is instantly available.

### Registers

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session. St Luke & St Philip's expect parents/carers to ensure that children are on the school premises by 8.55 am. If the child goes home for lunch we expect them to be back in school for 12.45pm, if they are in KS1 and 1.00pm for KS2. Similarly if your child leaves the premises during the morning for an appointment we expect them to return at the times stated above. The morning register closes at 9.15 so pupils arriving between 8.55 and 9.15 will be marked with an L indicating they are late for school. However pupils arriving after the register has closed will be registered with a U showing they are present in school but were late enough to affect their learning. All Parent/Carers will be required to complete the late register explaining the reasons for being late. Similarly, the afternoon register will close at 1.00 p.m. for KS1 children and 1.15 p.m. for KS2 children. If children arrive after these times they will be marked in the register with a U.

In considering attendance levels, the form register is of paramount importance. Registers are legal documents. Should the parents/carers of a persistent non-attender be prosecuted by the Local Authority under Section 444 of the 1996 Education Act, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements placed on schools with regard to the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.

The School's policy with regard to registration will be regularly communicated to parents/carers. St Luke & St Philip's expects parents/carers to ensure that children are on School premises by 8.55am and again at 12.45pm for KS1 and 1.00pm for KS2.

The data which is extracted from accurate and up-to-date attendance registers will be used to support the more effective management of whole-school attendance matters. Such data can be used to:

- support and underpin the target-setting process (for individual pupils, year groups, identified cohorts, the whole school) in relation to overall attendance and unauthorised absence on a (half-)termly and yearly basis;
- identify individual children and particular groups of children who are or may be at risk of becoming persistent absentees;
- facilitate and encourage early intervention;
- identify particular types or patterns of absenteeism (for example, time lost to term-time holidays, regular absences on Mondays and/or Fridays, etc); match attendance trends with attainment trends;
- identify possible inconsistencies in the implementation of school policy;
- report attendance matters to parents/carers/carers.

### First Day Response

As a vigilant and caring school we apply first-day response to pupil absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call.

### Punctuality

In addressing punctuality at St Luke & St Philip's we:

- have clear procedures - registers close at 9.15 am and 1.00pm KS1 and 9.15 am and 1.15pm for KS2; publicise this policy in School and communicate it to parents/carers;
- balance any sanctions with positive encouragement;
- praise and acknowledge punctuality and improvements in punctuality;
- ensure that teachers set a good example by arriving punctually for registration and for lessons;
- follow up the reasons for lateness and be alert to any emerging patterns or problems.

**It is the responsibility of the Attendance Officer and the Head Teacher to monitor attendance and punctuality regularly. The Governing Body set attendance targets annually and are kept informed on attendance figures.**

## Leave of Absence

There is no entitlement in law for any leave of absence from school in term time.

Any applications for leave of absence must be made in advance using the 'Leave Request' form and any request can only be authorised where School accepts there are 'exceptional circumstances'. Any parent/carer requesting leave of absence of more than 5 days will be asked to make an appointment to see the Headteacher/ Chair of Governors to explain the circumstances. Where parents/carers take children out of school without authorisation penalty notices will be issued where the trigger of 5 days is met.

Parents/carers risk losing their child's place on the School Roll if the pupil does not return to School on the agreed date of return and re-admission cannot be guaranteed as defined in legislation: The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of the Education (Pupil Registration) (England) Regulations 2006 (amended 2013).

### **Leave of absence in term-time will never be authorised:**

- during the first term, when a pupil is just starting at School, as it is very important for the child to settle into their new class;
- during an assessment/test period – Key Stage 2 SATs
- when a pupil's attendance record already includes **any** level of unauthorised absence;

## Penalty Notices

The law gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/ carer is considered able but unwilling to ensure their child's school attendance. Reducing absences from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others.

Parents/carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in court unless the fine is unpaid after 28 days.

Full payment of the Penalty Notice means that parents/carers can avoid being prosecuted and convicted. Penalty notices are issued per parent at £60, if two parents £120 per child. However, if paid within 21 days the cost is £60. In every case a pupil must have had a minimum of 5 school days lost to unauthorised absence during the current term or 10 school days lost to unauthorised absence in 2 consecutive terms before a Penalty Notice is considered. In cases of unauthorised absence parents/carers will receive a written warning of the possibility of Penalty Notice being issued. This will state the extent of the child's absences and give parents/carers 15 days to bring about an improvement. In that time the child should have no unauthorised absences from school.

In cases of unauthorised holidays warnings will be issued where sufficient notice of the intended absence has been given. This means that in some cases, Penalty Notices may be issued without a warning.

### Absence for religious reasons

The school will authorise one day of absence per religious festival, up to a maximum of 2 days in any one academic year, on the day specifically set aside by the Religious Body of which the parent/carer is a member and this will be marked as 'R' in the register.

If parents/carers require an additional day this must be requested in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C')

Policy written: January 2017

Agreed by staff: \_\_\_\_\_

Agreed by governors: \_\_\_\_\_

Next review date: January 2020