



Baildon Church of England Primary School and Nursery

Attendance Policy

Introduction

1.1 Mission Statement

In our school, we celebrate being part of God's family. We inspire our children with a love of learning in a safe, happy environment, which will enable them to flourish and reach their individual potential.

1.2 "Every Day Counts,"

1.3 High attendance is essential in order to ensure that children achieve their potential. **'Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'- (Department of Education- Statutory Guidance 2013).**

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

1.5 **The current law does not given any entitlement to parents to take their child on holiday during term time.**

1.6 Under the *Education (Pupil Registration) Regulations 2013* the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

1.7 We have clear guidelines so that families and young people a have clear, consistent message from school regarding:

- Absence and attendance codes
- Extended leave
- Medical Matters
- Lateness

- Authorised and unauthorised absence.

2 Aims

- To secure high attendance against agreed targets.
- To implement common policies and procedures and to promote safeguarding for all
- To raise standards for the young people in our school.
- To promote good relationships between home and school.
- To develop a systematic approach to gathering and analysing attendance and attainment data.
- To meet the needs of vulnerable pupils and their families.
- To reward good attendance.

3 Schools Agreement to follow the Attendance Policy

3.1 Leave of absence in Term Time

Extended absence from schools can have a huge impact on a child's education.

Any leave of absence must be requested using the application form located in the school office or on the school website

Governors have agreed to follow Children's Services Absence Policy, which is available from Bradford Schools Online.

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised and school will only authorise up to 10 days absence for extended leave for special circumstances. Absences in September, May and June will not be authorised.

If parents that if they take extended leave/holiday in term without the permission of the school OR take additional days in excess of the agreed number of days, the school will request that Children's Services issue a Penalty Notice under Section 444 of the Education Act 1996.

If pupils do not return to school after the agreed return date and there is no good reason for the non-return, the pupils will be removed from roll after 20 unauthorised sessions, and parents will need to reapply for school places through Children's Services Admissions Department

The Headteacher and Governors have determined that: in exceptional circumstances permission may be granted subject to the following:

- attendance data shows the child has a consistent pattern of attendance at 95% or better
- academic **progress** is in line with school expectations
- no previous application for leave of absence has been received for that child
- where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office, completed and submitted for consideration by the Headteacher on behalf of the school governors, no less than 4 weeks prior to the requested date

- A maximum number of 10 days can be authorised for special circumstances only in **any academic year**. For any absence resulting with an absence over 10 sessions/5 days and/or where attendance is below 90%, a meeting between parent and Headteacher is required to determine whether additional leave can be granted
- If leave is taken without prior authorisation by the school or the Headteacher has refused the request and the absence occurs anyway, then it will be recorded as an unauthorised absence, the Education Welfare may be notified and a penalty notice may be given.

Penalty Notices

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Headteacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for any leave of absence without school authorisation. Holidays in term time are unauthorised. Penalty notices will be issued for term time holiday of 10 unauthorised sessions absence or more.
- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance
- Penalty notices are issued to each parent, for each child

3.2 Medical Matters

Examination of attendance data demonstrates that a major reason for absence is Illness (Code I). We are determined to lower these levels in order to improve overall attendance in our schools.

WE AGREE THAT: Schools will

- Follow medical guidance regarding number of day's absence for specific conditions, for example 48 hours absence following sickness of a pupil and 5 days following the appearance of chicken pox.
- Regularly monitor levels of absence due to illness for individual pupils
- Consult with the School Health Service to assess the reasons given for illness absence and provide guidance to parents.
- Encourage parents to make medical and dental appointments out of school time.
- Engage with the local health providers to encourage the making of appointments where possible outside of school time.
- To be sympathetic and understanding to those families with on-going, long term medical needs and hospital appointments.

3.3 Lateness

School recognises that lateness is not acceptable as it disrupts lessons and may lead to more serious absence. Punctuality is a life skill which must be taught and encouraged.

WE AGREE TO:

- Follow DFE guidance which states that schools should close the register to pupils 30 minutes after the start of the session.
- Apply the following coding:
 - L is used if a child arrives after the register has been called, but within 30 minutes of the start of the school day.
 - U is used if a child arrives more than 30 minutes after the start of the school day.
- Examine our practice surrounding the start of each session to encourage and facilitate the prompt arrival of children at the beginning of each session.

3.4 **Unauthorised Absences**

There are many absences that are not for an acceptable reason. The Headteacher may decide whether an absence is authorised or not.

WE AGREE TO:

- Not authorise absences for pupils with less than 95% attendance unless a doctor's note is provided.
- Not authorise absences for unacceptable reasons, such as:
 - My brother/sister was ill.
 - We went shopping or I had my hair cut.
 - We took my grandparents to the airport.
 - We were moving house or we went on holiday without authorisation.
 - It was my birthday.
 - We went to visit relatives.
 - I was late so I stayed at home.
 - We went to visit someone in hospital.
- Will contact the parents of pupils who regularly have unauthorised absence in an attempt to improve attendance. If the school is unable to achieve this the child and family will be referred to the Education Social Work Service who may use legal interventions to improve attendance
- When a pupil has more than 10 sessions unauthorised absence in a six week period, this may result in a warning being given by Children's Services of the possible issue of a fixed penalty notice. Any unauthorised absence in the following 4 weeks will result in a penalty notice being issued. The Penalty Notice is for £60 per parent per child if paid within 21 days and £120 per parent per child if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in a prosecution in the Magistrates Court
School Name: Baildon CE Primary School

4 **Expectations for parents and children**

Children are expected to be in school by 8.55. The doors in all Key Stages will open from 8.50.

4.1 **Late Arrival**

- Registration begins at 08:55. Pupils arriving after that time must sign in at the office and will be marked as late. The register will close at 09:25. Pupils arriving after that time will be marked as late but recorded as unauthorised absence for that session.

4.2 **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Parents are expected to inform school of the reason for their child's absence, either before, or on the first day of absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.
- A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

4.3 **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.
- When a pupil has more than 10 sessions unauthorised absence in a six week period, this may result in a warning being given of the possible issue of a fixed penalty notice. Any unauthorised absence in the following 4 weeks will result in a £60 fixed penalty notice being issued
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

5 **Requests for leave of absence**

- 5.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event, such as a sporting or musical competition. We expect parents to contact the school at least a week in advance, but normally this request will be granted.

6 **Long-term absence**

- 6.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

6.2 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.

7 **Repeated unauthorised absences**

7.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact Children's support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

7.2 The governors, supported by Children's Support Service, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

8 **Rewards for good attendance**

8.1 All the children who have 100 per cent attendance in any one half term will receive an excellence certificate for attendance, awarded at the celebration assembly. There are special certificates for any child who has 100 per cent attendance for a whole year, as well as a weekly award for the class in each key stage with the highest attendance.

9 **Attendance targets**

9.1 The school sets attendance targets each year which are agreed by the senior staff and governors. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

10 **Monitoring and review**

10.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

10.2 The school will keep accurate attendance records on file for a minimum period of three years.

10.3 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Assistant Headteacher, who will contact the parents or guardian.

10.4 This policy was reviewed by the governing body on 12th October 2017.

S Smith **Assistant Headteacher:** _____ **Date:** _____ Request

Form for Leave of Absence during Term Time



Baildon Church of England Primary School and Nursery

Full attendance is vital for your child’s educational progress. Absence due to holidays, taken in term time, could hinder academic attainment. This form needs to be returned to the school office, at least four weeks prior to your intended date of departure. Before completing this form please read the following:

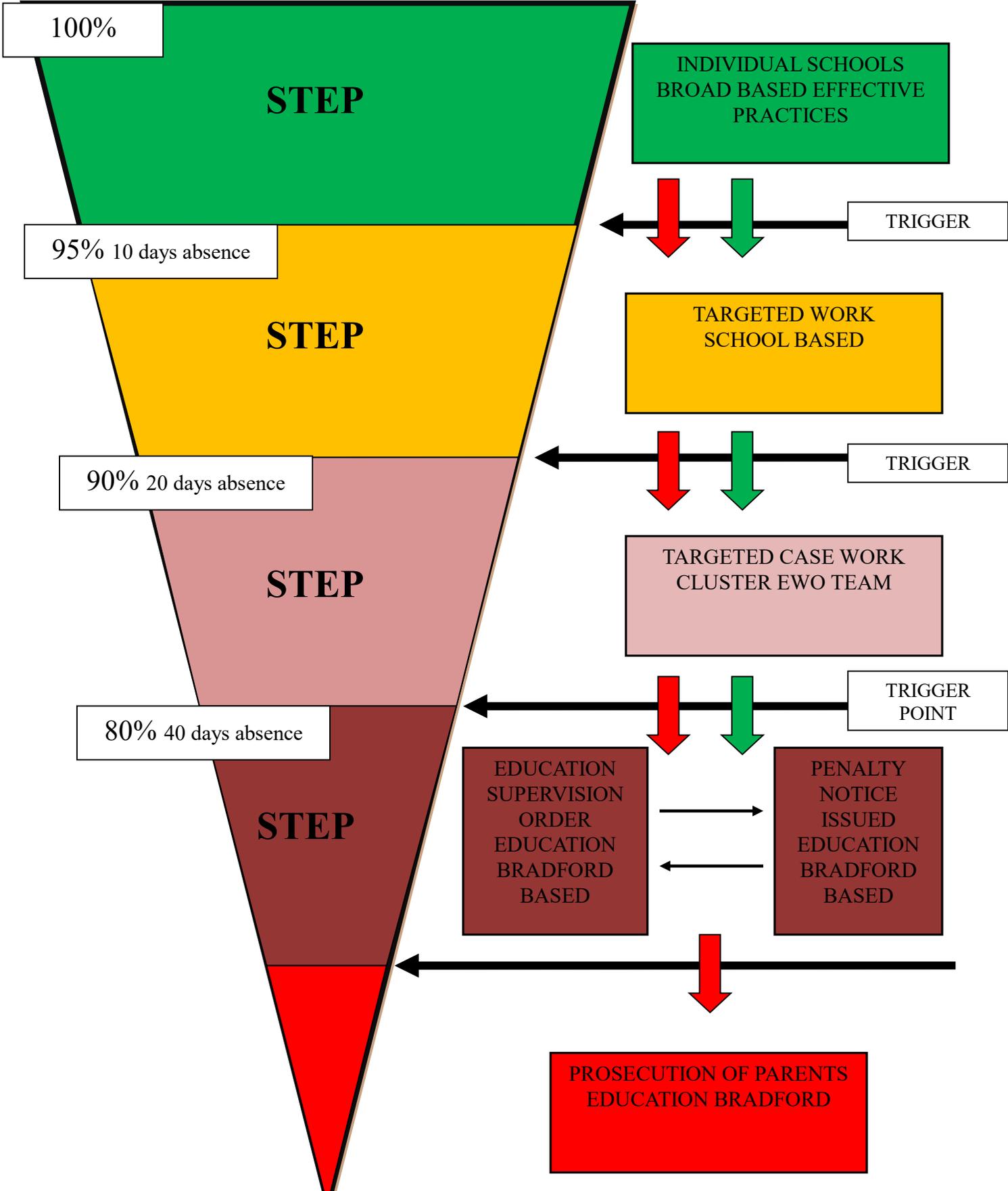
- Each request for absence will be considered individually and will take into account: the age of the child; the time of year proposed for the trip; the child’s stage of education progress; current attendance and whether circumstances warrant it.
- School is extremely reluctant to authorise any absence during term time but especially in September due to settling children into their new classes or in May due to children doing school tests.
- Absences will only be authorised in term time if school believes this is for special circumstances.
- Special circumstances (as defined by the DfE) include when a family needs to spend time together to support each other during or after a crisis or for service personnel and other employees who are prevented from taking holidays outside term time (evidence to be provided by employer).
- Holidays which are taken for the following reasons will not be authorised: availability of cheap holidays, availability of desired accommodation, poor weather experience in school holiday periods and overlap with the beginning or end of a term.
- A maximum number of 10 days can be authorised for special circumstances only in any academic year.
- If leave is taken without prior authorisation by the school or the Headteacher has refused the request and the absence occurs anyway, then it will be recorded as an unauthorised absence, the Education Welfare may be notified and a penalty notice may be given.

Child’s Name:	Class:	Number of days requested:
First Day of Absence:	Date of return to school:	
List the reasons for this absence, the destination and your special circumstances		

Signed Parent/CarerDate

School use only	
Absence Authorised/Number of Days:	Date of Notification:
Absence Unauthorised/Number of Days:	Total Days this academic year (tally):
Authorised:	Unauthorised:

IMPROVING ATTENDANCE



IMPROVING ATTENDANCE

For a generally healthy child, the following would apply:

1 DAY IS EQUAL TO 0.5128% OF A CHILD'S ATTENDANCE
 ½ DAY IS EQUAL TO 0.256% OF A CHILD'S ATTENDANCE

	% Attendance	Days Lost	
OUTSTANDING	100	0	
	99	2	
GOOD	98	4	
	97	6	
SATISFACTORY	96	8	
	95	10	2 SCHOOL WEEKS OF LOST LEARNING & £200 wasted
UNSATISFACTORY	94	12	
	93	14	
	92	16	
	91	18	
	90	20	4 SCHOOL WEEKS OF LOST LEARNING & £400 wasted
	89	22	
TOTALLY UNACCEPTABLE	88	24	
	87	26	
	86	28	
	85	30	
	84	32	
	83	34	
	82	36	
	81	38	
	80	40	1 (8WK) HALF TERM OF LOST OPPORTUNITY & £600 WASTED
	79	42	
NEGLECT	78	44	
	77	46	
	76	48	
	75	50	
	74	52	
	73	54	
	72	56	
	71	58	
70	60	1 (12WK) TERM OF LOST OPPORTUNITY & £1200 WASTED	