


ILCHESTER COMMUNITY PRIMARY SCHOOL



Attendance Policy

Review Date	Signature	Designation	Date
June 2015		Headteacher	01/06/2015
June 2016			

Aim

We aim to work with Parents and Carers to maintain the highest possible rates of attendance in order that all pupils gain maximum benefit from the education we provide. Our guidelines also acknowledge the importance of inclusion. Reference is made to Somerset County Council's Penalty Notice – Code of Conduct and Department for Education School Attendance parental responsibility measures. A copy is kept for reference in the main office at the Junior Department.

Key Principles of Good Attendance

- Setting good habits early.
- Early action by the school in relation to attendance problems.
- Recognising achievement.
- Working closely with parents.
- Raising the awareness of pupils.
- Commitment to equal opportunities.

Recording Attendance

It is important to maintain a record of pupils' attendance because there is a known correlation between attendance and attainment.

Registration

Attendance registers are completed manually by teachers with class responsibility (including part-time) at the beginning of the morning and afternoon sessions. Paper copies of the register are transferred to the management information system by office staff for permanent records as required by law.

Any pupil absence from morning registration will be followed up by the School Secretaries who will contact parents/carers to confirm the reason for absence.

When a pupil arrives late, an adult MUST sign them in at the respective School Site Office.

A report detailing all pupil admissions to Ilchester Community School is run each autumn term covering the previous academic year and copies are kept for archive purposes.

Attendance Records

Parents/Carers of all pupils will be given data on the attendance record of their child/ren in the Annual Report of Pupil Achievement and where a child's absence record is causing concern, the school will write to the Parents/Carers to discuss the situation. Continued poor attendance will result in the involvement of the School Education Attendance Officer and possible issuing of a Penalty Notice.

School Attendance Data Collection

Each term the school gathers attendance data relating to the previous term. It includes pupil attendance statistics for all pupils. This information is collected automatically via the school census.

Attendance information is summarised in the Headteacher's Report and is reviewed at Full Governing Body meetings.

Absence from School

All absences from school are recorded as either authorised or unauthorised.

Authorised Absences

The decision to authorise an absence rests with the Headteacher. The reasons below constitute exceptional circumstances where an Authorised Absence may be granted:

- *For armed service personnel (Army, Navy, RAF) whose specific tours and duties prevent them from taking holidays during school holiday periods;*
- *For emergency services personnel (Fire, Police, Ambulance, Coastguard) who are unable to take leave at any other time due to a national event or a period of national significance;*
- *For a family which needs to spend time together during or after a significant emotional crisis (this should be supported by at least one external agency).*
- *If the pupil is unwell.*
- *Should the pupil need to attend medical or dental appointments during the school day.*
- *When the pupil makes a visit to a new school.*
- *Days set aside for religious observation.*
- *Fixed or permanent exclusion.*
- *Attendance at a school related sports event.*

Written proof will be required for each of the above circumstances; there is no automatic right to any holiday in term time.

Parents/Carers may require an Authorised Absence that does not meet the criteria above. In such a case the Headteacher should be consulted for direction.

Parents/Carers should contact the school office, by phone or in person, as soon as possible and by 9.00am on the first morning of absence if their child needs to be away from school unless exceptional leave has been applied for and granted by the Headteacher.

Requests for Leave during School Terms

Absence for leave during school terms can only be granted by the Headteacher. Parents/carers should be encouraged to use existing school holidays. Pupils can be disadvantaged by missing key learning, during SATs periods and at other times when enrichment opportunities are provided e.g. residential visits.

Any requests for an Authorised Absence will be considered by the Headteacher against the above guidance and all decisions given will be based on the impact of the absence on the child's education.

All applications for Authorised Absences should be made on the form at Annex A to this policy document.

All requests for an Authorised Absence will receive a written response from the Headteacher whether approved or not.

Unauthorised Absences

Parents are legally responsible for the regular attendance of their child and the Authority will take appropriate legal action in response to cases of poor attendance. This may include us as a school requesting:

- Education Attendance Referral.
- Fixed Penalty Notice (£60.00 fine per child per parent or carer).
- Court Action for failure to secure regular school attendance.

Penalties may be requested and served to each parent/carer per child:

- Where the pupil's absence, within a rolling academic year, has not been authorised by the school.
- Where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. (The parents will have been notified by the school at the time of the exclusion of this and the days to which it applies).
- Where term-time leave of absence has not been authorised (authorised leave of absence to take family holidays can only be granted by the school in exceptional circumstances).

Lateness

At Ilchester School lateness is taken extremely seriously. Persistent lateness can become a problem, as vital information with regards to school work is usually given out at the

beginning of lessons. Pupils arriving late can miss this; which may have a negative effect on attainment.

The school has a legal obligation to close the register after the first 20 minutes of morning and afternoon sessions. If a pupil is late by less than 20 minutes they will be given a late mark. If lateness becomes an issue further action will be taken.

If a pupil is more than 20 minutes late for morning or afternoon sessions he/she will legally be considered as absent for part of that morning or afternoon session. Regular lateness of more than 20 minutes may therefore also result in a Fixed Penalty Notice being issued by the Authority and/or further legal action.

Unrequested Absence

The school relies heavily upon the honesty and integrity of parents in the application for absences and in accepting the Head Teacher's decision even if it is unfavourable.

Where there is the belief, by the Head Teacher, that unrequested term time leave has been taken the letter at Annex B to this policy document will be issued. This requires the parent/carer to provide formal written evidence as to why the pupil was absent from school. If such evidence is not forthcoming a penalty notice may be issued.

School Closure

Information will be sent to parents/carers regularly on the subject of term time holidays.

Monitoring and Evaluation

This policy will be monitored and reviewed in line with the Ilchester School's policy review procedure.

The Policy was approved by the Governing Body on:

01/06/2015

Signature of Chair of Governors:

J Elliot

The next review date is:

01/06/2016

REQUEST FOR TERM-TIME LEAVE

To the Headteacher

School/College

Ilchester Community Primary School

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from

to

inclusive

The Exceptional Reasons for this request are:

Signature

(Parent/Carer)

Date

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date where possible.

NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.

Date

Name and address of parent

Dear

NAME OF CHILD: **Year Group**

Re: Unexplained School Absence

We need to draw your attention to a recent period of consecutive school days absence for your child.

On investigation we have reason to believe this absence may be for an unrequested period of term-time leave for a holiday. The school's attendance policy clearly states that any planned absence should be requested in advance on the school's Request for Authorised Leave of Absence form.

Unless you provide evidence that this absence was for illness or other unavoidable reason, within 5 school days, this period of absence will be 'G' coded as an unauthorised term time leave for a holiday.

As we cannot retrospectively accept any request for Term-Time Leave we may ask the local authority to issue a Penalty Notice in line with Somerset's Code of Practice.

Yours sincerely

Headteacher
Distribution:

GUIDANCE FOR STAFF - REGISTRATION PROCEDURES

Late Pupils

All late pupils must be signed in by an adult at the School Office on the respective site.

Registration

Staff should follow the recommendations of Somerset LEA when completing registers (guidelines below).

Paper Registration

When a child is present staff should mark / or \.

When a child is absent 'O' should be marked down.

Should the pupil arrive late the register should be amended to show 'L'.

Times of late pupil arrival should be recorded to help identify emerging trends.

Where there is doubt as to whether or not an absence is authorised, staff should consult the Headteacher for guidance.

On completion of registration all registers should be returned to the appropriate School Office.

Leaving the School Premises during the Working Day

In the event of an evacuation of the premises, registers held in the School Offices should be taken to the assembly point to check the names of pupils, together with the signing in/out information for reference.

In the event of a class leaving the premises for a visit/trip the register should be taken with them and the office informed.