



## Treloweth Primary School Pupil Attendance Policy

Date Agreed: 4/1/18	Chair of Governors: Mrs K Monk	Headteacher: Mrs L May
Date For Review: 3/1/19		

**This policy has been written in line with Local Authority advice and DFE guidance.**

### **Introduction:**

This is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

### **Why Regular Attendance is so important:**

**Learning:** - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Pupils' absence disrupts teaching routines and will inevitably cause gaps in learning and limit progress.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

**Safeguarding:** - Your child may be a safeguarding risk if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to 'Working together to Safeguard Children' (March 2013):

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children have the best life chances.

Failing to attend school on a regular basis is considered a safeguarding matter.

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

We will:

- Give you details on attendance in our Newsletter;
- Report to you termly on how your child is performing in school, what their attendance and punctuality rate is;
- Recognise good attendance by celebrating individual and class achievements;
- Reward good or improving attendance through certificates and recognition events.

### The Law relating to attendance

Section 7 of the Education Act 1996 states that *'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and*

*(b) to any special educational needs he/ she may have*

*Either by regular attendance at school or otherwise'*

### The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Any pupil in Treloweth Primary School identified as having **attendance below 93%** will have all further absence **unauthorised** on schools register.

However, should parent(s) provide evidence from a medical practitioner advising that the period of absence was necessary, the absence for the evidenced period will be authorised.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual	Approved Education Activity

	registration)	
<b>C</b>	Other Authorized Circumstances (not covered by another appropriate code/description)	Authorized absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorized absence
<b>F</b>	Extended family holiday (agreed)	Authorized absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
<b>H</b>	Family holiday (agreed)	Authorized absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorized absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorized absence
<b>N</b>	No reason yet provided for absence	Unauthorized absence
<b>O</b>	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorized absence
<b>S</b>	Study leave	Authorized absence
<b>T</b>	Traveler absence	Authorized absence
<b>U</b>	Late (after registers closed)	Unauthorized absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Unable to attend due to exceptional circumstances	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

### **Persistent Absenteeism (PA):**

Please note: a pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. We monitor all absence thoroughly..

PA pupils are tracked and monitored carefully through our pastoral system.

### **Absence Procedures:**

#### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

#### **If your child is absent we have a duty to:**

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer and/or a member of the senior management team if absences persist;
- Refer the matter to our Education Welfare Officer if attendance moves below 95%.

### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence and/or in an emergency. We need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. **You have a duty to notify school as soon as possible of any changes to contact details.**

### **The School Attendance Officer:**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer (EWO) from the County Council for support and advice.

### **Education Welfare Service:**

If your child's attendance falls below 95% we will seek advice from the Education Welfare Officer on how we should proceed, in some instances it may be necessary for the officer to meet with you

and/or your child to discuss the reason for absence. Please be aware that we may not always give you prior warning of this contact, so please advise us if you would prefer contact before such action. Please also be aware that if your child's absences persist, these Officers can use sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court to address irregular school attendance.

### **Lateness:**

Regular poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and can further encourage absence.

### **How we manage lateness:**

The school day starts at 08.50am.

Registers will be marked at that time and your child will receive a late mark if they are not present in the class.

The register will be closed 30 minutes after school's start time. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with a member of school staff and/or Education Welfare Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Should school be unable to resolve ongoing lateness issues, we reserve the right to bring forward the close of register. This would mean that your child's lateness would be recorded as unauthorised which could result in the Education welfare Service considering enforcement proceedings against you. **We will always inform you in writing should this action be necessary.**

### **Leave of Absence in Term Time:**

Taking leave of absence in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you make by taking a holiday in school time are offset by the cost to your child's education.

**There is no automatic entitlement in law to time off in school time to go on holiday** and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless –

- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances

relating to that application.

**All applications must be made in writing to the Head Teacher at least 5 school days prior to the requested leave date.**

**Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing.** A general guide for parent's, is leave for any holiday, activity or event that could be arranged during the annual 13 week holiday time would not be authorised.

**On any occasion that school refuses a request for leave in term time, should parent/carers proceed with the leave it will be recorded as a (G) (family holiday not agreed or in excess of agreement), on schools register.**

**Failure to notify and/or request leave of absence in term time, providing at least 5 day notice will result in all absence being recorded as (O) (unauthorised absence not covered by any other description).**

### **School targets, projects and special initiatives:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is 96% and we will keep you updated about progress to this level and how your child's attendance compares.

However, our target is to achieve better than this because we know that good attendance is the key to children fulfilling their potential.

### **Those people responsible for attendance matters in this school are:**

**Mrs L May – Headteacher**

**Mrs B Richards – Pupil Attendance Champion**

### **Summary:**

Staff are committed to working with parents and pupils to guarantee as high a level of attendance as possible. Good attendance ensures every child's welfare and life opportunities are promoted.