

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

Attendance Policy



Policy date	AUTUMN 2022
Review date	AUTUMN 2024

ATTENDANCE POLICY INCLUDING POLICY ON UNREPORTED ABSENCE

The School expects attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

SECTION 1: Attendance

1. Statement of Intent

(a) The school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

(b) The School expects attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

2. Parents' Responsibilities

(a) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

(b) Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably before 9.15am on each day of their child's absence. This may be done by phone, by letter/email or in person.

(c) Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)

(d) If their child is absent either due to illness or due to an unauthorised absence, they must not attend any event during the school day or on the evening of the day of absence. Should a child have sickness or diarrhoea they must not return to school within 48 hours of the last bout of illness.

(e) Parents should ensure that their child arrives at school in time for the start of registration. If a child is late his/her parent should report directly to the school office.

(f) Parents are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time holiday, and schools will not as a rule authorise leave for such holidays.

(g) Schools will only authorise leave for term-time holidays in exceptional circumstances and will look at each request individually.

(h) Schools will not authorise leave near or during exam or test times, if it coincides with the start of the school year or if the school otherwise believes that it may have a harmful effect on the child's education.

(i) We strongly encourage parents to avoid, wherever possible, making medical and dental appointments during school time.

(j) Parents should recognise the importance of regular, uninterrupted school attendance and should avoid booking family holidays during term-time. If this is absolutely unavoidable they should fill in an authorised absence request form and personally deliver to the School Office in advance of the period for which leave is to be requested. (Parents should not expect leave of absence to be granted automatically.) See appendix 1.

3. School Responsibilities

(a) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.

(b) Registers will be called twice daily. Any child arriving after the closing of the register will be recorded as 'late' for that session.

(c) Teachers will complete registers in accordance with the guidance contained in the staff handbook.

Administrative

Staff will inspect registers each day in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.

(d) Should a class teacher have particular concerns about an individual child's attendance or punctuality they should speak to the Headteacher.

(e) If a child is absent the class teacher will enter the appropriate code in the register. If no explanation has been received from the child's parent school staff will endeavour to make contact with the parent. If this proves impossible the matter will be referred to the Headteacher.

(f) Any absence notes from parents should be returned to the school office and filed appropriately in the children's folders by the Administrative Staff. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the Headteacher who may then decide to speak to the parents concerned.

(g) The Admissions officers will regularly collect attendance data for Senior Leaders who will use this data during meetings with the school's Education Welfare Officer and parents.

(h) The school will employ a number of strategies to promote regular, punctual attendance:

- The Headteacher and class teachers will communicate regularly with parents on attendance matters.
- Appropriate personal encouragement will be offered to individual children and their parents.
- Clear attendance information will be entered in the school handbook.
- Parents will be informed if the class teacher notices that the child is frequently entering the classroom after 8.50am but before the register has been sent to the Office .
- Headteacher will report on attendance to Governors in the termly Head's Report.
- Weekly attendance will be reported on the Eynesbury Echo

SECTION 2: Absence

Absence of children from school falls into two categories, authorised and unauthorised.

Authorised absence is recorded when children are:

- prevented from attending by sickness;
- prevented from attending by unavoidable causes (including the non-availability of LA provided transport);
- given permission by the Headteacher to miss school following the submission of a request for special leave of absence;

Unauthorised absence is recorded when:

- children arrive at school after the register closes at 9.15am and the absence cannot be authorised as above;
- there is no notification from a parent or carer as to the reason for absence;
- the Headteacher has been unable to authorise a request due to the circumstances not being deemed exceptional



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APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form and return it to Reception prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that Schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

Please be advised as of September 1st 2017: Any parent who takes a child out of school for term time leave for 6 consecutive sessions (3 days) or more over a 4 week period, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice. Therefore Penalty Notices will be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 21 days, rising to £120, per child, per parent/carer if paid within 28 days. Should a parent or carer on whom a notice is served fail to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

The above information is taken from the Local Authority website with further information available from the Department for Education website: <http://www.education.gov.uk/>

I request that _____ (Name of Child) Class _____

be granted leave of absence from _____ (first day of absence) to _____ (last day of absence)

Please explain the exceptional circumstances that require a leave of absence during term time:

Signature of Parent: _____ Date: _____

For school use only:

Attendance checked: Y/N Attendance % : _____

Consistent with school policy /regulations: Y/N

Reasons for decision: _____

1st date of absence: _____ Expected date of return: _____

Circumstances in which Penalty Notices may be issued – taken directly from Penalty Notices – Code of Conduct

UNAUTHORISED TERM TIME LEAVE (includes Holiday):

Any parent who takes a child out of school for term time leave for 6 consecutive sessions (3 days) or more over a 4 week period, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice.

Therefore Penalty Notices will be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. The absences must be recorded with a 'G' code in the attendance register.