



## **ALL SAINTS C.E. (VC) PRIMARY SCHOOL, RANTON ATTENDANCE POLICY**

*All Saints is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

**Please also see the school's policy statement on non-sickness related term-time absence.**

### **Principles**

Promoting positive attitudes and excellent attendance is the responsibility of the whole school community. The school will promote positive attitudes and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a 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 may make things worse.

Permitting absence from school without a good reason is an offence by the parent.

The attendance policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the local Authority Education Welfare Worker.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent every half-day

absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

**Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

**Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:**

- **parents 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**

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Worker from the County Council. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance have failed, these Workers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Alternatively, parents or children may wish to contact the Local Support Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority. Call 01785 854080 (LST Duty Line), and ask for Education Welfare Workers.

### **Procedures**

All Saints C.E (VC) Primary School & Nursery applies the following procedures in deciding how to deal with individual absences:

Children are required to be in school by 8.45am in the morning and 1.05pm in the afternoon. If a child is going to be late for any reason, the school should be informed. Registration takes place at 8.45 a.m. and 1.05 p.m. A present mark will be given if the child is present at registration time i.e 8.45 p.m. A late mark will be given if a child arrives between 8.50 am and 9.30 am. Late attendances i.e. after 9.30 will be recorded as

unauthorised unless a valid reason has been offered.

In the case of a child's absence the school needs to be informed as early as possible by:-

- verbal message
- telephone call
- written note
- letter

### **First Day Contact**

If the school has not been notified of a child's absence by 9.30am the school will telephone the named contacts.

### **Illness**

School should be notified daily in the case of a continued absence.

Medical confirmation will be required for absences of longer than one week, and for children whose attendance falls below 90%

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### **Lateness**

Pupils who arrive late can often feel intimidated and upset when they enter class. Persistent lateness will result in a letter home to parents and a valid reason must be explained to the school as to why the lateness is occurring.

Parents may receive a Penalty Notice if a child has more than 20 or more 'U' codes recorded,

### **Other Absence**

The Education (Pupil Registration) (England) Regulations 2006 used to allow Headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Our school has adopted the following attendance targets and special awards :  
Good attendance is considered as over 95%. We will award certificates to

individuals for high attendance of 96% or more and a £10 gift voucher for 100% attendance for the whole school year.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

**Adopted by *Governors*:**

**Review:**