



St. Andrew's Primary Chardstock Attendance Policy

Philosophy

St. Andrew's Primary Academy is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is our policy to celebrate achievement. Attendance is a critical factor to a productive and successful school career. We will actively promote and encourage 100 per cent attendance for all our pupils.

Our academy will give a high priority to conveying to parents, carers and pupils the importance of regular and punctual attendance. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-academy links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

We will respond to any perceived change in pattern of attendance or lateness. Through its safeguarding policy St. Andrew's Primary Academy is committed to working with children and their families/carers to ensure that the risk of harm to children's welfare is minimised. It will take all appropriate actions to address concerns and work with other agencies when necessary.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the academy

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends regularly.

- We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed. We will consult with all members of the academy community and the Education Welfare Service in developing and maintaining the whole academy attendance policy.
- We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.
- Regular information will be sent to parents/carers and pupils informing them of attendance rates and related issues. Promoting positive staff attitudes to pupils returning after absence will ensure regular evaluation of attendance policy and procedures by Senior Leaders and the school governors.

- Attendance will be an important feature of the school Continuous Improvement Plan.

Consistent and vigorous monitoring and evaluation procedures will be in place.

Procedures

- Start of registration is 9.00 a.m. and 1.00 p.m., with the registers closed at 9.10 a.m. and 1.10 p.m. respectively and registers returned to the office promptly.
- Teachers will complete the registers in accordance with the above. The office staff will identify the reason for absence.
- Persistent lateness/absence will be referred to the parent/carer.
- In all cases of unexplained absences the office staff will contact the parent/carer promptly in the morning to ascertain reason for absence.
- Clear guidance on authorised and unauthorised absence will be published annually.
- Referral routes with roles and responsibilities for pupils with emerging attendance problems in accordance with the annexe.
- The academy will seek to reward/celebrate good or improving attendance.
- The process for completion of holiday forms is carried out by the office staff and Head of School.
- Governors annually set targets for attendance in the autumn term for the following academic year.
- Progress towards targets will be reported termly by Head of School.
- Evaluation of the impact of the Attendance Policy and planned work identified in the Continuous Improvement Plan. The annual attendance targets will be included in an action point in the C.I.P.
- Should an attendance issue cause a high level of concern, it must be reported to Governors.
- The academy will work in close liaison with the Educational Welfare Service, school health and other agencies.
- The inclusion of attendance information in school documentation e.g. reports, home

Policy Reviewed July 2016

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Devon maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives
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Please contact your child's head teacher if you wish to discuss this issue.

The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days