



## North Wolds Federation

### Ensuring Excellent Attendance Policy

February 2018

This policy was written in conjunction with De Aston Academy to ensure continuity in policy between our two organisations.

#### 1. Introduction:

The school believes that excellent attendance at school is imperative to making good progress. For children to gain the greatest benefit from school they need to be **in school, on time, every day** unless their reason for absence is unavoidable. **Failing to attend school on a regular basis will be treated as a safeguarding matter.**

#### 2. Aims of the Policy:

- To improve the overall percentage attendance of pupils at the Federation.
- To make attendance and punctuality a priority for all those associated with the School including Pupils, Parents, Teachers and Governors.
- To outline our systematic approach to gathering and analysing attendance data.
- To further develop positive and consistent between home and school.
- To communicate our system of rewards for good behaviour

#### 3. Understanding Absence:

Every half day absence from school (morning and afternoon) has to be classified by the school (not parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why we need to know if children are ever off ill, preferably in writing.

**Authorised** absences are mornings or afternoons away from school for a good reason like genuine illness or medical appointments which cannot take place outside of school time.

**Unauthorised** absences are those which the school do not consider reasonable and for which no authorisation has been given. Examples of unauthorised absences include:

- Children who have been kept off school unnecessarily
- Absences which have not been properly explained.
- Children who arrive too late at school to get their register mark
- Holidays, shopping trips, day trips, birthdays.

#### 4. Absence Procedures:

If your child is ill you must call the school on the first day of absence, before 9.30 am by calling 01673 842395 choosing option 1 at Market Rasen or 01472 851455 at Nettleton.

If your child is absent and we have not heard from we will contact you on the first day of absence. This is called first day calling and is to safeguard the child. If we cannot contact you

on the first contact you have given we will contact the other people on your contact list. We may visit your home or contact the police to do a safe and well check if we are worried.

#### **5. Registers:**

There is a legal requirement to complete registers at the start of the morning and afternoon sessions. Information from the registers is placed onto our school information management system (SIMS) and monitored by a senior member of staff.

#### **6. Lateness:**

Poor punctuality is not acceptable and has an impact on the child who is late and the other children in the class. The school bell sounds at 8.45 and children are expected to be ready for school at this time. Registers are taken at 8.55 and if your child is not in class then they will receive a late mark. At 9.15 registers are closed. In accordance with regulations, if your child arrives after this time your child will get a mark that shows them as late but on site. Children arriving late must enter through the main reception area and their reason for lateness recorded in "Late book."

#### **7. Managing Lateness:**

If your child is persistently late you will be asked to meet with a senior member of staff to discuss the problem and to see what support we can offer you to rectify the situation. Regular lateness will be referred to the Education Welfare Service.

#### **8. Approved Absence / Holiday In Term Time:**

The school, in line with Government legislation, will never authorise absence in term time unless the circumstances are **exceptional**. It is not possible to list all of those occasions that we would consider exceptional but they may include:

- Military personnel returning from active duty
- Bereavement
- Family Weddings

The Anti-Social Behaviour Act (2003) gives the Local Authority and School the power to issue fixed penalty fines for unauthorised holidays in term time. No parent can demand leave of absence for the purposes of a holiday as a right.

As from September 2012 the amendment to the Education (Pupil Registration) (England) Regulation's 2006 make clear that head teachers should not grant leave of absence during term time unless there are **exceptional** circumstances. This will be rigorously applied throughout the school. In the event of a holiday not being authorised a letter will be sent to both parents stating this (See appendix 2.) All unauthorised holidays/absences will be reported to the Local Authority Attendance Service who may issue a fixed penalty. Where relevant, individual fines would apply to both parents. Parents should not book or make arrangement for holidays unless exceptional circumstances have been agreed with the school in advance.

At the beginning of each academic year we will send out a "warning letter" to all families to ensure they know that leave of absence for holidays won't be granted. This then allows us to follow up parents who take their children on holiday without applying for a leave of absence.

#### **9. Applying For A Leave Of Absence**

To apply for a leave of absence the parent or carer must submit a leave of absence form (Appendix 1) before the absence which will outline why the request is exceptional. A meeting will be held with a senior member of staff to discuss the request if necessary. **Only in truly exceptional circumstances will a leave of absence be granted.**

#### **10. Encouraging Good Attendance.**

We encourage good attendance in the following ways.

- A high profile display in school.
- Weekly celebration of the class with the best attendance. The class with the highest attendance will get a reward.
- Termly celebration of the class with the best attendance.
- Yearly celebration of the class with the best attendance.
- Certificate at the end of each half term for children with 97%+ attendance (not cumulative)
- Special certificate at the end of each year for children with 100% attendance
- A prize for all children at the end of each year with 97%+ attendance.
- A prize draw, with a significant prize, at the end of each half term for which children with attendance of 97%+ for that half term will be entered.

#### **11. School Monitoring**

On a half termly basis the school monitors:

- % overall attendance by class, year group and pupil.
- % attendance of different groups of learners (Boys, Girls, SEND, Pupil Premium)
- Children below 90% attendance
- Children regularly arriving late

#### **12. Communication with Parents.**

Each term parents will receive an attendance letter which will be Red, Orange or Green to inform them of their child's attendance.

<b>Red Letter</b>	Below	90%
<b>Orange Letter</b>	Between	90-94.9%
<b>Green Letter</b>	Between	95-96.9%
Gold Letter	Above	97%

Children's yearly attendance will be included in their end of year report.

Attendance panels will be held every half term. Parents of children with poor or deteriorating attendance will be invited to an attendance panel which will include a senior member of staff and possibly a representative from the Educational Welfare Service or our Parental support advisor.

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

A child becomes a “persistent absentee” when they miss 10% or more schooling across the year for whatever reason. **Absence at this level will do considerable harm to a child’s education prospects** and we require full parental support and co-operation to tackle this.

All PA cases are monitored closely by a senior member of staff and managed through our improving attendance procedures.

#### **14. Attendance Panels**

Where issues in attendance are identified, parents or carers will be invited to a 121 meeting with a senior member of staff and possibly a representative of the Educational Welfare Service to understand the problems, create an action plan and agree a target for improvement.

#### **15. Educational Welfare Service**

A Local Authority Education Welfare Officer will work at School on request and can be contacted at any time in an emergency. Under the Education Act (1993) the Local Authority has the duty to bring prosecutions in the magistrate court against the parents of children with poor school attendance and under the child act (1989) to seek Education Supervision orders against parents whose children’s attendance is unsatisfactory.

#### **16. Governance**

The Head Teacher will report attendance data at each full governors meeting in the Head Teachers report to the Governing Body.

On a regular basis the representatives of the Governing Body will:

- Review attendance figures
- Ensure that holiday requests are only being authorised in exceptional circumstances
- Ensure the attendance policy is being applied robustly and fairly.

The Pupil Premium Champion Governor will specifically review to attendance of children entitled to pupil premium each half term.

**This policy is to be reviewed every three years.**

**Approved by the Full Governing Body on**

**Chair of Governors** \_\_\_\_\_ **Date:**

**Head teacher** \_\_\_\_\_ **Date:**



North Wolds Federation

Application for Exceptional Pupils Leave of Absence

Office Use  
%  
%  
%

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

I wish to apply for leave of absence for my child(ren) from:

First day of Absence: \_\_\_\_\_ Date expected back at school: \_\_\_\_\_

Total number of days your child(ren) will be absent from school: \_\_\_\_\_

Please outline the **exceptional** nature of your request:

[Large empty rectangular box for detailing the exceptional nature of the request.]

Best time to discuss this application with senior member of staff: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian

This form must be forwarded to the Head teacher before the requested period of absence.

Leave of absence without authorisation will be referred to Educational Welfare Service

**OFFICE USE ONLY:**

Leave of absence is exceptional and has been granted:

Leave has not been granted:

Reason that makes this request exceptional is:

Signature of Head teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 2  
Refusal for leave of absence

Date

Dear Mr & Mrs .....  
Address

Child's name / DOB

Thank you for your application for exceptional pupil's leave of absence from \_\_\_\_\_ to \_\_\_\_\_ (how many days off school?). This has been considered carefully with reference to our Ensuring Excellent Attendance Policy (Sept 2014) which can be found on our school website.

I have now had the opportunity to consider your request, and have decided that unfortunately, this family holiday is not considered an exceptional circumstance and cannot be authorised.

If <<firstname>> should take the proposed time off for a holiday, <<his/her>> absences will be marked as unauthorised and you will be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is a strategy used by schools/academies to address the unacceptable levels of attendance of children at their school/academy under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child received efficient full-time education by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty Notice of either £60.00 or £120.00.

Please don't hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Andrew Smith

Executive Headteacher