

St. Andrew's C.P. School



Kirk Ella

Attendance Policy

Date of last Review: Autumn 2020
Review in: Autumn 2022



Kirk Ella St Andrew's CP School

Attendance Policy

Vision Statement

'We encourage all our pupils to aspire to the highest levels of academic, social and physical achievements so they will develop independence and confidence and fulfil their true potential, making a positive difference to the lives of others'

Rationale

At Kirk Ella St Andrew's Primary School, we believe that regular attendance is key to children achieving their full potential. In law, every parent of a child of compulsory school age has a duty to ensure that their child attends full-time education (Education Act 1996). Full time education consists of attendance of 190 days, 380 sessions, during the school year from 1st September to 31st August.

This policy has been developed using the Dfe guidelines on attendance dated August 2020 and the East Riding Education Welfare Service.

Aims

We aim to support all of our pupils so that they can achieve a maximum level of attendance, and we will ensure the safety of all pupils by recording attendance and lateness. We work closely with the East Riding Education Welfare Service to promote good attendance. Our aim is to achieve an overall school attendance of 97% per term.

Procedures

1. The school
 - Attendance is actively promoted by the school.
 - A register of attendance is kept at the beginning of each morning and afternoon session using Scholarpack. Computerised records of attendance will be updated on a daily basis.
 - Attendance and absence will be recorded using the Dfe codes (see appendix)
 - Lateness will be recorded as an 'L' before the register closes at 9.00am and 1.25pm and a 'U' after the registers officially close at 9.00am and 1.25pm.
 - If parents do not make contact with the school then the Admin staff will phone them by 10.00am to ascertain why their child is not at school.
 - In accordance with the Attendance and Behaviour Policy, the Educational Welfare Service may issue a Fixed Term Penalty Notice if a pupil has 10 unauthorised absences in any one week.
 - Letters will be sent if a pupil's attendance is below 90% on a termly basis.
 - A copy of the Attendance and Behaviour Policy is included for parents' information in the school's prospectus pack.

2. Parents/Carers

- It is the responsibility of the parent/guardian to ensure that their child attends school regularly and is on time.
- If a pupil is absent, parents should contact the school as soon as possible on the first day of absence either by telephone, letter or in person to the school office.

3. Education Welfare Service

- The school liaises with the service, now based in Goole, on a regular basis.
- The school can request that the Education Welfare Service for advice and to issue a Fixed Term Penalty Notice if required.

Illness

Where a pupil is too ill to attend school then the parent should ring to inform the school at the start of the school day.

Where the school has concerns about a child's attendance being adversely affected by illness, either through missing several days at a time or through regular days off, the school reserves the right to request that the parent/ carer either brings the child to school so that the school can make the decision as to whether the child should be at school or at home, or gain permission to talk to the child's medical practice to verify the nature and extent of their illness and when they should be back at school.

Where a parent refuses to either bring their child to school or provide consent for the school to liaise with their medical practice, then the child's illness may be registered as unauthorised.

Following the recommended NHS and East Riding Guidelines children with sickness and/or diarrhoea are to be kept away from school for 48 hours after the last episode.

Absence from School for Exceptional Circumstances

The school is committed to working with all other East Riding schools in the East Riding and the East Riding of Yorkshire Council to reduce the number of school days missed due to term time holidays. The Governing Body has accepted the East Riding of Yorkshire's Absence from School for Exceptional Circumstances Policy which is supported by the East Riding of Yorkshire's Primary School Behaviour & Attendance Partnership. The policy is as follows:

Time off from school for family holidays is not a right.

As from September 2013 there is no longer provision in law for Head teachers to authorise absence from school for the purpose of a term time holiday.

Parents can request absence from school for exceptional circumstances and will need evidence, these would include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Evidence: A letter stating the facts above

2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.

Evidence: A letter from a medical professional stating this is their recommendation.

3. The death or terminal illness of a person close to the family.

Evidence: Notification to the Head teacher

4. To attend a wedding or funeral of a person close to the family.

Evidence: Wedding invitation or a case put forward to the Head Teacher.

5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Head teacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Head teacher and will make a recommendation to the referring school.

Absence will not be authorised under any circumstances:

- The first half term of any academic year (applies to all pupils)
- Year six transition day (for pupils in year six)
- Year six SATs week (for pupils in year six)
- At any time specified by the school (this will be communicated to parents by each school).

Parents are advised that they do not plan for their child to be absent without speaking to their child's Head teacher first to obtain prior approval. Head teachers cannot retrospectively authorise absence from school under any circumstance.

The school day is divided into 2 registration periods; for example if a child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

Consequences of taking an unauthorised absence

For each child taken out of school for 10 unauthorised absence sessions, each parent within the household will be issued with a £60 penalty notice by the Educational Welfare Service. If the penalty notice remains unpaid after 28 days, it will increase to £120. If after 42 days it remains unpaid, then the Educational Welfare Service will ensure that the parent(s) will be summoned to appear before a Magistrate to explain why their child has unauthorised school absences. A fine up to £1,000 may be imposed.

Monitoring Attendance and Punctuality

The school attendance officer monitors the attendance and punctuality for each pupil very carefully. Where there are causes for concern, the school will inform parents. In some circumstances, parents will be invited into school to discuss their child's attendance and identify any possible underlying causes with a view to helping them improve.

To be reviewed Autumn 2022

Appendix 1

DCFS Attendance Codes- Description and Meaning

/ \ Present at registration

B Educated off site (not dual registration)

C Other authorised circumstances (not covered by another appropriate code/description)

D Dual Registered (i.e. present at another school or PRU)

E Excluded but no alternative provision made

G Family holiday (not agreed or sessions in excess of agreement)

H Agreed family holiday

I Illness

J Interview

L Late but arrived before the register closed

M Medical or dental appointment

N No reason for absence provided yet

O Other unauthorised absence (not covered by codes or other descriptions)

P Approved sporting activity

R Day set aside exclusively for religious observance

S Study leave

T Traveller absence

U Late after registration closed

V Educational visit or trip

W Work experience (not work based learning)

X Un-timetabled sessions for non-compulsory school-age pupils (also used for COVID-19 related absence)

Y Partial and forced closure

Z Pupil not yet on roll

School closed to all pupils.

Appendix 2- Procedures to Promote Attendance

- Attendance below 90% - Head Teacher to send a letter home stating concern and need for child's attendance to be improved.
- Attendance below 90% with no improvement- letter to parent(s) informing parent(s) of Educational Welfare Service involvement and asking them to arrange to discuss issue with Head Teacher.
- High concern over attendance- Referral to Educational Welfare Service.
- Ultimately, this may result in the issue of a Penalty Notice.