

Christ Church C.E. & Lewis Street Primary Schools Attendance Policy including Holidays in Term Time



School	Christ Church C.E	Lewis Street
Date	Autumn 2017	Autumn 2017
Review Date	Autumn 2019	Autumn 2019
Signed By Designated Governor	Joanne Parkinson	Giles Caldwell

Christ Church C.E. and Lewis Street Primary Schools believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil because we believe in 'Enjoyment and Achievement for All'.

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Christ Church and Lewis Street Primary Schools will endeavour to work alongside parents, local community and the Education Welfare Service.

Maintaining a high profile for attendance and punctuality

Christ Church C.E. and Lewis Street Primary Schools aim to achieve a minimum 95% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records
- Maintaining clear procedures for recording lateness
- Raise awareness of attendance issues at parents' evenings and new intake meetings
- Ensuring unauthorised absences are dealt with promptly
- Rewarding good attendance by rewards such as certificates during Celebration Assemblies and annual prize giving for 100% attendance with the exception of medical appointments from the local Rotary Club
- Applying the Whole School Attendance Policy consistently and reviewing annually
- All new initiatives ratified by Governors
- To continue to promote attendance with the support of the Education Welfare Officer
- Consideration to be given to the completion of a Family Assessment

Roles and Responsibilities

Of the school

- To ensure the strategies of the school attendance policy are adhered to by all staff.
- To adhere to the Prevent Duty, the Children & Families Officer are obliged to notify the Local Authority if a family are visiting a country considered to be a high risk for terrorism.
- The Children & Families Officer is also obliged to refer to Children's Services any pupil they suspect is being taken out of school to undergo FGM (Female Genital Mutilation).
- After 3 days of unexplained absence, the Children & Families Officer will either:
 - Visit the family home
 - Contact the Education Welfare Officer
 - Inform Children's Services
 - Request a welfare check by the police

Of the pupils

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers.

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Of the parents/carers

- Parents/carers must:
 - ensure that their children achieve a minimum attendance figure over 95%
 - ensure that their children arrive at school promptly – 8.45am
 - contact school before 9.30am to report their child's absence
 - ensure that non-emergency medical appointments, i.e. dental check-ups, are made outside of school hours
 - ensure a leave of absence during term time is requested in writing to the Executive Headteacher. Parents should fully complete the request form stating the following:
 - First date of absence
 - Date of return to school
 - Number of days
 - Destination
 - Parent/Carer signature and date
 - Contact details, if different to those held in school
 - Any exceptional circumstances
 - Family holidays should be taken out of term time:
 - keep school up to date with:
 - Home, work and mobile contact numbers
 - home addresses
 - e-mail addresses
 - two additional contacts for emergency purposes, including phone numbers and home addresses
 - any additional information school needs to be aware of

Of the Local Education Authority

- The Local Authority will provide consultation and support with school for those children with attendance below 95%. This could include:
 - advice on penalty notices
 - attendance panel meetings
 - fast track to prosecution
 - condoned truancy initiatives which includes unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality.

Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the Admin. Clerk and involves inputting data on a daily basis.
- Registration is the responsibility of the class teacher/learning support assistant in the teacher's absence and involves each pupil arriving at school before 9.00am. The school doors open at 8.45am and children are registered before 9.00am to avoid a 'late' mark.
- Parents who bring their children to school late will be expected to wait with their child in the reception area until 9.15am. If a child is late past 9.15am then a parent will be expected to wait with their child until 9.30am. This will limit the disruption to lessons when children arrive late into class.
- Any child arriving after 9.30am will receive a U code which is an unauthorised absence.
- The Admin. Clerk sends a text at 9.30am each morning to those parents whose children are absent.
- The Children & Families Officer, will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family. If the

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problem continues a letter will be sent home and the Education Welfare Service will be notified at one of the regular meetings with the Children & Families Officer.

- Problems relating to a pupil's attendance will be addressed by the Children & Families Officer approaching the parents informally in the first instance but will be discussed with the Education Welfare Officer at their fortnightly consultation meetings.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.
- Communicating the attendance policy to parents will be undertaken through regular newsletters and the colour coded letters that are sent out at the end of every half term.

Attendance and Punctuality

- Christ Church C.E. and Lewis Street Primary Schools value good attendance and punctuality. In order that every child has the opportunity to reach his/her potential regular school attendance is a necessity. The Executive Headteacher will decide if absence is authorised/unauthorised in accordance with our policy.
- For religious observance there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances. If Eid falls on a Saturday or Sunday, children will be expected to be in school on the Monday.
- From 1st September 2013 amendments to The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) 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.
- School absences will not be authorised on the day before a school holiday and the day of return, this includes bank holidays, unless there are exceptional circumstances.
- For morris dancing championships 1 day a year will be authorised as long as the parental request is supported by a letter from the morris dancing trainer on official headed paper (this does not include siblings).
- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days). The Penalty Notice fine is £60.00, if the fine is not paid within 21 calendar days of issue of penalty, it will be increased to £120.00. If the penalty is still not paid within 28 days parents/carers will be prosecuted under Section 444(1) of the Education Act 1996. Any parents/carers not paying the fine will be taken to court for the offence of not sending their child to school on a regular basis.
- Any unauthorised absences will be automatically reported to the Education Welfare Officer and a Penalty Warning Notice will be issued.
- Medical evidence is required for illness of 3 consecutive days or more (or 5 discrete days within any one term) otherwise absence will be recorded as unauthorised.
- Incentives/Rewards: Certificates, weekly attendance awards, early birds cup, half termly rewards for children with 100% attendance and punctuality and 100% attendance prize at the end of the year awarded by the Rotary Club. The school has also introduced 'Chat and Play' providing skills based fun activities for the children from 8.45am to encourage them to be punctual.
- Opportunities for informal contact: Building good relationships with families is achieved by the meeting and greeting of families in the morning by the Executive Headteacher/Head of School and Children & Families Officer.

Monitoring and Evaluation

- Christ Church C.E. and Lewis Street Primary Schools will evaluate the effectiveness of its strategies by:
 - weekly monitoring of attendance through SIMS
 - fortnightly consultation with the Education Welfare Officer

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- the opening and closing of referrals to the Education Welfare Service
- planning and evaluating initiatives
- annual review of this policy