


	Reviewed On:	9/1/20
	Next Review:	January 2022
	Staff Responsibility:	Executive Head, Senior Leaders and Admin Staff
	Governor Responsibility:	FGB
	Signed By Chair:	

## **Chillerton and Rookley and Godshill Primary Attendance Policy**

### **1. Introduction**

**At our schools we strive to:**

- Work to secure full time school attendance of all pupils on roll.
- Support parents to address, reduce and manage persistent absence.
- Liaise directly with pupils and their families to facilitate effective communication with schools and related services.
- Encourage parents and carers to be involved as partners in the education of their children by supporting and contributing to school life.
- Link with other agencies to support children not attending school.
- Challenge parents/carers when legal obligations are not being met.
- Safeguard and promote the welfare of all children of compulsory school age.
- Monitor and challenge to ensure that all staff in school are appropriately trained in Child Protection procedures.
- Disseminate good practice amongst staff, schools and parents/carers.

**1.1** We expect all children on roll to attend school every day and on time when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the developing of positive attitudes towards school. To this end, we strive to make our schools a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

**1.2** Under the Education (Pupil Registration)(England) Regulations 2006, The Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### **2. Definitions**

#### **2.1 Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/guardian. For

example, if a child has been unwell and the parent/guardian has telephoned/E-mailed the school to explain the absence. Parents must provide written confirmation by the child's return to school, otherwise it will be classed as unauthorised.

## **2.2 Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of the school or if the child is away from school without good reason or if written confirmation has not been provided by the parent/guardian.

## **3. If a child is absent**

- 3.1** When a child is absent unexpectedly, the class teacher will record the absence in the register. Registers are checked in the school office and staff will contact a parent/guardian if the parent/guardian has not informed the school. Parents must inform the school by 09:00am if their child is absent from school. If the school has been unable to make contact with the parent(s) of an absent child by 12 mid-day and there may be welfare concerns for the child the school will take whatever actions it deems necessary to safeguard the child.
- 3.2** A doctor's letter or text from the doctor/hospital must be given to the school office prior to the day of a medical appointment.
- 3.3** If there is any doubt about the whereabouts of a child, the school office will take immediate action by contacting the parent/guardian and then notifying the Educational and Inclusion Welfare Officer and filling a missing child report.

## **4. Requests for leave of absence**

- 4.1** We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, under exceptional circumstances and on a case by case basis, the Head teacher may authorise a legitimate absence.

Exceptional Circumstances are not:

- A trip to work in the family business
- Cost
- Seasonal Work
- Work commitments (exception given for forces families)
- Family get together
- Weddings
- Birthdays
- 'Once in a Lifetime'

Where leave is not granted but taken by the family, the absence will be unauthorised and the school will issue the Truancy Penalty Notices Procedures taking into consideration the Isle of Wight Council 'Code of Conduct under the provision of Education (Truancy Penalty Notices)(England)2007 (Amendment) Regulations 2013 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'

- 4.2** Parents/guardians must write to the Head teacher to request an authorised absence. Unauthorised requests for holiday may result in a fixed penalty fine of £60.00 per parent per child. More information can be found here:

<https://www.iow.gov.uk/council/OtherServices/Attendance-at-School/Education-Fixed-Penalty-Notices>

## **5. Long Term Absence**

If children have an illness which means that they will be away from school for over 5 days, the school will do all it can to send material home so that they can keep up with their school work.

## **6. Persistent Absence**

If a child has a persistent absence or there are concerns over attendance where it falls below the statutory school targets (95%) the school will enlist the support of the Education and Inclusion officer often referred to as the EWO. Parents will be contacted by letter in the first instance and may be called to a formal SAM (School Attendance Matters) meeting with the EWO and a senior leader/Family Liaison Officer. Social services will be contacted if a child on the Child Protection register has not attended school and no contact has been received.

6.2 The Education and Inclusion Service will consider taking legal action against any parent(s) or guardian(s) who repeatedly fail to accept responsibility for sending their children to school on a regular basis.

## **7. Attendance Targets**

**7.1** The local Authority sets attendance targets each year for the schools.

## **8. Monitoring and Review**

**8.1** It is the responsibility of the Executive Head teacher to monitor overall attendance. The Education and Inclusion officer and staff meet monthly to discuss the school's attendance. The Governing Body has responsibility for this policy and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them and seek to ensure that our attendance figures are as high as they should be.

**8.2** The schools will keep accurate attendance records on file for a minimum of three years.

**8.3** The school administrator is responsible for monitoring attendance and following up absences in the appropriate manner. If there is a concern about a child's attendance they will contact a senior leader and /or the Family Liaison Officer in the first instance and, if required will be followed up with the Educational Inclusion team.

The FLO and EWO will liaise to ensure that appropriate information is shared and the EWO will be invited to TAF, CAF CIN and CPC meetings where appropriate.

The school administrator will produce attendance reports and meet at least monthly with the Education and Inclusion team. The FLO, Senior Leaders and Executive Head teacher will be made

aware of any specific concerns that are raised as a result of these meetings. Half termly reports are produced for the Executive Head teacher and Governors.

The school and Inclusion team focus and target children with an attendance of 95% or below at the time of the reports. Lateness and those with patterns of absence/lateness will also be addressed. The educational welfare and inclusion service will monitor siblings at other schools if concerns are raised.

The appropriate action to be taken for each case will be decided upon with support of the Educational Welfare and Inclusion team.

**Actions:**

- Letter to parent(s)/guardian(s)
- Formal school attendance meeting (SAM) With Executive Head teacher/ Senior leader /FLO and Educational Welfare and Inclusion officer.
- Issuing of a fixed penalty notice as per the Isle of Wight and Educational Inclusion guidelines

**9. Lateness**

**9.1** The school administrator is responsible for the monitoring of attendance and following up absences in the appropriate manner.

If there is a concern about a child's lateness they will contact a senior leader and/or the FLO in the first instance and, if required follow it up with the Educational Welfare and Inclusion team.

The FLO and EWO will liaise to ensure that appropriate information is shared and the EWO will be invited to TAF,CAF,CIN and CPC meetings where appropriate.

The school administrator will produce lateness reports and meet at least monthly with the EWO. Senior leaders and the Executive Head Teacher along side the FLO where appropriate, will be made aware of specific concerns.

Siblings at other schools may also be monitored where there are concerns.

The appropriate action to be taken for each case will be decided upon with support from the EWO.

Actions:

Phone Call or face to face parental meeting to discuss concerns

Letter to parents/guardians

Formal SAM letter

Further action if necessary

**LATENESS:**

Anything after the close of registration at 08:55 will be marked as a late L code.

After 09:05 if no contact has been made, it will marked as unauthorised.



