



Attendance and Registration

Policy

2024

TICKHILL ESTFELD PRIMARY SCHOOL ATTENDANCE POLICY

INTRODUCTION

Regular attendance at school is essential to promote the education of all pupils. The school's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The School will take appropriate action when necessary in order to promote the aims of the policy.

Every school day counts towards your child's future. Days off school add up to lost learning. In total there are 175 non-school days a year. This gives families the opportunity to:

- spend time together
- go on family visits
- go on holiday
- go on days out
- attend routine appointments

The law says that parents do not have the right to take their child out of school for holidays during term time and can only request leave of absence due to exceptional circumstances. If you take your child on holiday without the school's authorisation this will be recorded as unauthorised absence and may result in the Local Authority taking action against the parents or carers.

AIMS

To maximise attendance of all children.

To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.

To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.

To analyse attendance data regularly to inform future actions, policy and practice.

To work closely and make full use of the support from the wider community including the Attendance and Pupil Welfare Service and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

Parents

It is a parent's responsibility to ensure that their child attends school every day that they are well enough to do so, and that they arrive on time.

Governors

To set and monitor progress towards annual targets for attendance.

To evaluate the effectiveness of the Attendance Policy.

Headteacher

To ensure that effective systems are in place to accurately reflect individual pupil and group and whole school attendance patterns.

To monitor individual pupil, group and whole school attendance and punctuality.

To work in partnership with key agencies if attendance and / or punctuality is an issue.

To provide Governors with information to enable them to evaluate the success of policy and practice.

To write to parents/carers regarding any concerns about their child's attendance, offering support with attendance and punctuality.

To monitor the dates and attendance figures of when parents/carers are contacted about attendance.

To arrange meetings with parents/carers to discuss support for those experiencing attendance difficulties.

Class Teacher

To provide an accurate record of the attendance of each child in their class using the SIMS electronic registration module.

To respond promptly to any issue raised in the weekly analysis of registers by Office Staff.

To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

Teaching Assistants

Teaching Assistants are required to take the registers using the SIMS electronic registration module if they are supervising the class at the beginning of the morning or afternoon session.

Office Staff

To prepare, manage and co-ordinate the use of the SIMS.net Attendance Module.

To monitor and track attendance patterns for all children and prepare relevant attendance reports.

To contact parents/carers on the first day of their child's absence to establish the reason, if the parent has not already done so.

To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.

To make a judgement in cooperation with the Headteacher as to whether an absence is authorised or unauthorised.

Monitor 'target pupils'. These are pupils whose attendance fell below 90% in the previous academic year and to provide termly reports.

Monitor those pupils whose attendance is below 95% in the current academic year.

Produce attendance monitoring reports termly.

To work with and seek support from the Attendance and Pupil Welfare Service service and wider community.

Education Welfare Officer

To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.

To support the school in its application of this policy.

To support parents and carers in improving attendance and punctuality.

To assist in enforcing the law regarding school attendance.

ADMINISTRATION

The School uses an Attendance Module provided by SIMS.net to store and monitor its legal responsibilities in relationship to attendance.

Registers are legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are taken electronically by the class teacher or TA and a manual class document is returned to the School Office after the closure of the registration period.

Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately constitutes a safeguarding risk to pupils.

Session Times

Morning Session 8.45am-12.00am

Afternoon session 1.00pm – 3.15pm

Lateness

Pupils arriving after the register has been closed in class will be considered late.

Pupils arriving after doors have been closed at 8.55am am must report to the School Office so that their attendance can be recorded.

Pupils arriving after register closes will be officially absent for the morning session. This will be considered an un-authorised absence unless a satisfactory reason is given.

Action to address lateness will be taken on the advice of the Attendance and Pupil Welfare Service.

Illness

Parents/carers must contact the school on the first day of absence, and on each subsequent day of absence, before the start of the morning session.

Parents are asked to state the specific reason for absence and not use generic terms such as "ill", "sick" etc. Parents/carers should provide a written explanation on their child's return to school.

Where school is not made aware of the reason for a child's absence we will contact parents/carers by telephone to ascertain this.

School staff may contact the Attendance and Pupil Welfare Service if they fail to gain contact with parents when a child is not in school.

If any member of staff is concerned about a reason for absence, the Headteacher should be informed.

If attendance falls below 90% then the school will consider recording any future absences as unauthorised.

For pupils with repeated illness, referrals to school nurse may be made.

Children Missing

Parents/carers must contact the school on the first day of absence. School expects a call before the start of the school day if possible and a message can be left on the answering machine if the call is before the office opens.

If a call has not been received when registers close, school will investigate the reason for absence by contacting the parents or carers.

If school cannot make contact, a home visit will be made on that day.

If contact is still not made, school may refer to the Social Care team and /or police as a safeguarding incident.

If a child is not back in school (and has reported in an illness) a member of the admin team will phone parents on day four to advise that a home visit will take place on day five.

If a child is absent for a longer period of time, a weekly home visit will take place.

Medical or Dental Appointments

Absence from school due to a medical or dental appointment which cannot be arranged outside school hours, will be considered as an authorised absence, provided that parents/carers are able to provide written confirmation of these appointments.

Parents/carers are encouraged to make all medical appointments out of school hours or take their child out of school for a short period of time to undertake the appointment.

Applications for Leave

Applications for leave are not granted.

Parents may request leave for pupils during term time if they consider that the request is due to an essential and exceptional circumstance. Leave may be granted at the discretion of the Headteacher, if the reason for leave could not reasonably be taken at a time other than during the school term and where there are exceptional or compassionate grounds.

Holidays During Term Time

The law says that parents do **not** have the right to take their child out of school for holidays during term time and can only request leave of absence due to exceptional circumstances. If you take your child on holiday during term-time without the school's authorisation this will be recorded as unauthorised absence and could result in action being taken against parents or carers.

Why shouldn't I take my child on holiday during term time?

Holidaying during term time has a negative effect on a child's attendance, their learning and their ability to achieve. If your child goes on holiday during term time, their attendance could drop to any of the below:

- 10 days absence = 95% attendance
- 19 days absence = 90% attendance
- 29 days absence = 85% attendance
- 38 days absence = 80% attendance
- 47 days absence = 75% attendance

Evidence suggests children with over 90% attendance are more likely to gain 5 or more A-C GCSE's or equivalent qualifications.

How do I request leave of absence?

All requests should be made on a Request for Leave of Absence which is available from your child's school. You should also submit any evidence to support your request. This should be submitted no later than 21 days before the start of the absence.

Will the school authorise taking my child away during term-time?

The legislation for authorising absence leave of absence requests (holidays) will only be granted for exceptional circumstances. The headteacher will consider and respond to your request. It's up to the headteacher how many days your child can be away from school if leave is granted.

What happens if the head teacher does not agree my request?

- Your child's absence will be marked as not authorised absence and you will be informed of this
- If you proceed to take your child out of school, school will request for the Local Authority to issue Penalty Notice
- The first time Penalty Notice amount will be: £160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

- The second time penalty notice amount will be: £160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

- **Third Offence and any further offences (within 3 years)**

The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates Court under s.444 of the Education Act (1996) or other legal interventions considered.