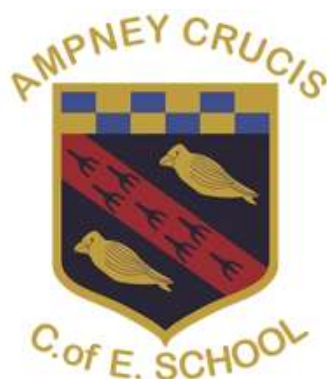


# Ampney Crucis C of E Primary School



## Attendance Policy

**Approved by:**  
**The Governing Body**

**Date:** March 2021

**Next review due by:**

**Date:** March 2023

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## Information for Parents

### As a school we aim to:

- Maintain an attendance rate of **a minimum of 97%**
- Maintain parents' and pupils' awareness of the importance of regular attendance
- Maintain good time keeping

### Good attendance is important because:

Statistics show a direct link between under-achievement and poor attendance

Regular attenders make better progress, both socially and academically

Regular attenders find school routines, schoolwork and friendships easier to cope with

Regular attenders find learning more satisfying

Regular attenders settle into secondary school more easily

### As a parent you can help us by:

- Ensuring your child attends school regularly. Absence should only happen when your child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty/period of difficulty
- Telephoning on the first morning of any absence to give us the reason and tell us when the child is likely to return to school
- Arranging all non-emergency medical appointments out of school hours or during school holidays
- Providing appointment cards or hospital letters for all appointments during school hours
- Sending us a note confirming the reason for your child's absence when s/he returns to school
- Frequent absence claimed as illness must be supported by medical evidence.
- Keeping us updated by telephone or letter if your child has any extended period of absence
- Making sure we always have your current contact numbers; this includes all telephone numbers, child minders and emergency contact details
- Understand that there is no entitlement for parents to take pupils on holiday during term time and that holidays within term time are not an automatic right
- Ensure that your children arrive in school on time. It is important to be on time as the first few minutes of the day are often used to settle the children in, give instructions or for children to recap on work from the previous day. Late arrivals disrupt the whole class and can be embarrassing for your child.

### We shall:

- Follow up unexplained absences by phone calls and letters as necessary
- Remind parents of the importance of regular attendance and punctuality in our letters, the school brochure, open evenings and, Home-School Agreement and pupil annual reports
- Publish our attendance rate on newsletters and the school website
- Acknowledge and reward good attendance and punctuality
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance and punctuality and offer support and advice.

If we continue to have concerns we shall make a referral to the School Attendance Officer, who works with the school to review and support attendance and punctuality issues.

## **The Headteacher shall:**

- Ensure that everybody at school treats attendance as a priority
- Promote the importance of good attendance to pupils and their parents/carers
- Be available to discuss attendance concerns with pupils, parents, staff and governors
- Remind parents, through newsletters and a termly attendance newsletter, of attendance procedures
- Analyse attendance data
- Oversee attendance procedures

## **The Governors shall:**

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly
- Report on attendance statistics in the Governors' Annual Report to Parents

## **Absences**

Absence, legally, must be recorded as either authorised or unauthorised and reported on to the Department of Education and in some circumstances, to the LA. Only a school can decide whether an absence is authorised or not, and is not obliged to accept the reasons given by a parent or carer.

## **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

## **Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery
- Taking or collecting a relative to/from the airport
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut
- Because it is your child's birthday
- Term time holiday/Cheap flights/visiting family
- Family weddings
- Parent's or grandparent's illness

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off site activity or is receiving special off-site tuition.

Where there is no explanation for an absence or where the explanation or reason for the absence is considered unsatisfactory absence will be recorded as 'unauthorised'. The School Attendance Service may contact you where unauthorised absence continues to be a problem. **Unauthorised absence could result in a Fixed Penalty Fine or other legal action.**

## Longer absences

Pupils who have been absent for a long period of time will be welcomed back and will be supported to ensure they catch up with any missed work. Friendship groups will be monitored for a period of time to ensure the pupil settles back into school life happily.

## Persistent Absence

The persistent absence threshold is set at 10% by the government. This means that any pupils who is absent for 38 sessions (19 days) of school will be classified as persistently absent. The school will work with the parent and pupil to address any attendance concerns and may also call upon other professionals to improve a pupil's attendance.

## Punctuality

- It is important to be on time as the first part of the school day is used to give out instructions or organise schoolwork for the rest that day. It is also a time for children to settle down by reading or another quiet activity, so they are ready for lessons immediately after registration.
- Morning registration is closed at 9.05 am. This is the time your child must be in school. The classroom doors are open from 8.30 am for Chestnut and Oak and from 8:40am for Maple and Willow.
- Late arrivals are disruptive to the whole class and often embarrassing for your child.
- Arrival after the close of registration will be marked as 'L' late.
- All lateness is recorded daily and the reason for lateness if known will also be recorded. This information can be made available to the courts in the form of a report, should a prosecution be the outcome of repeated lateness.
- Children who are late, must be signed in the "late book" by whoever is dropping them off and the office must be informed if the child is having a school or packed lunch.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns with other agencies.

## Exceptional Leave - Term Time Leave of Absence

We are always concerned about the amount of school time pupils miss as a result of term time leave. There is **no entitlement** to time off during term time. Leave of absence is only granted in exceptional circumstances at the discretion of the Head Teacher in accordance with the school policy as agreed by the governing body.

It is our policy:

- Only in an exceptional circumstance will term time leave be allowed. Parents/Carers wishing to apply for leave of absence need to fill in an Absence Request form and send it to the Head Teacher at least 2 weeks in advance and before booking tickets or making travel arrangements.
- **If term time leave is taken without prior permission from the school, the absence will be unauthorised and you may be liable for a fixed-penalty fine.**

Please remember that absence for whatever reason disadvantages a child by creating gaps in his/her learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time.

## Our School Procedures

Registers are taken and sent back to the office by 9:10am.

Parents can contact school to inform of their child's absence by leaving a message on the school telephone, sending an email or speaking directly to staff.

Where there has been no message received by 9:30am, a phone call will be made to the parent/carer to find out the reason for the absence and the date of expected return. Parents/carers are expected to follow up with a written note on their child's return to school. All telephone messages will be recorded on SIMS.

**The following procedure will take place in the event of a pupil's absence:**

- Phone call to parents/carers by 9:45am- if no reply....
- Repeat Phone calls to parents/carers by 12:00 – if no reply.....
- Phone call to the next emergency contact – if no reply.....
- Inform the Head Teacher and make a decision to continue to try and make contact or visit the home- if no reply.....
- Ring the MASH for advice

If the school has still be unable to make contact, then the Head Teacher will report the pupil as "Missing from Education" to the LA. This means that the LA will use their own protocols and work with Children's Services and the police to investigate this absence further.

Where attendance data over half a term shows children being late 6 times or more, or their attendance dropping below 97%, parents will receive a letter of concern and the Head Teacher will arrange appointment to support improved attendance. Where children's attendance drops below the school's target of 96%, then parents will receive a warning letter, this may result in a Fixed Penalty Notice.

## **Leavers**

If your child is leaving our school (other than at the end of Year 6 to go to Secondary School) parents are asked to:

- Give the school comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing

When pupils leave and we do not have information, about where they have gone, then your child is a 'Child Missing from Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formerly Social Services), the Police and other agencies, to try and locate your child.

By giving us the above information, these investigations can be avoided.

We value your support in helping us to maintain the high standards to which we always aspire.

## **Together we live, learn and flourish**