



## CARBEILE JUNIOR SCHOOL

### ATTENDANCE POLICY

NP – June 2019

#### 1. Rationale

Carbeile Junior School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children.

We are obliged to bring to your attention the following:

The Education (Pupil registration) (England) (Amendment) Regulations came into force on 1<sup>st</sup> September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head Teachers should determine the number of school days a child can be away from school if the leave is granted. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are **not** exceptional circumstances. If a child is taken on holiday in term time without the prior approval of the school, parents/carers may be issued with a £60/£120 Penalty Fine. The absence will also be recorded as unauthorised.

#### 2. Aims

- To raise attendance
- To improve punctuality
- To raise level of achievement
- To develop a sense of responsibility and duty in the children regarding punctuality and attendance.

#### 3. Responsibility of parents – the guidance of the DfE

'Parents have the prime responsibility for ensuring that registered pupils of compulsory school age attend school regularly. If a child does not attend regularly, parents should work closely with the School and any assigned Educational Welfare Officer (EWO) to resolve the problem.'

Head teachers can encourage a good working relationship with parents by regularly publicising the arrangements for notifying absence and the schools policy towards authorised absence.'

#### 4. Guidelines

##### a) **Reasons for absence**

- Parents and carers are asked to contact the school office each day their child is absent from school through illness.
- Absence from school with permission from the Headteacher, and absences for which a satisfactory explanation has been provided is classed as an authorised absence.
- Unexplained and unjustified absences are unauthorised.

##### b) **Holidays**

- The school supports the view that every lesson counts and discourages parents from taking holidays in term time.
- Any absence request, whether holiday, medical appointment or any other, must be made in advance by the parent with whom the child normally resides. Forms are available from the office or online.

- The Headteacher will consider the following points before authorising absence:
  1. The child's previous attendance history
  2. The child's stage of education
  3. The time of year – SATs or exams
  4. The nature of the absence and whether it is deemed as exceptional circumstances
  5. Whether parents are restricted in terms of leave from their employer.

**c) Attendance**

- Children's attendance which is less than 95% in the first half term will receive a letter from Attendance Lead. Those whose attendance does not significantly improve in the following half term will receive a letter from the EWO. Where there remains no significant improvement a meeting will be called with the Head teacher, Attendance Lead and EWO. If there is still not satisfactory improvement then the EWO will proceed with legal action.
- Attendance percentage is recorded on school reports in the autumn, spring and summer.

**d) Lateness**

- School officially starts at 8.50am (though children come into school at 8.40am to start some aspects of their learning) and the gates are closed at this time.
- Children who are late enter the school by the front door and they must sign the late book.
- If children arrive late to school, after 8.50am but before 9.15am, they will be recorded as 'L' (late before registers close).
- Where pupils who have more than 5 lates, the school will contact home via phone. Where there is no significant improvement parents will receive a letter from the Attendance Lead and if no progress is made then the EWO will be in contact and pupils will be recorded as U. If there is still no improvement then parents will be called in for a meeting with EWO, Attendance Lead and Headteacher.
- If they arrive after 9.30am, they will be recorded as 'U' (late after registers have been done).
- Lateness is monitored daily.
- The Headteacher will contact parents of those children who are persistently late in order to support and improve punctuality. The EWO will also be informed during monthly meetings.
- Number of lates are recorded on school reports (autumn, spring and summer) alongside their attendance percentage.

**5. Registers and monitoring**

- Registers are taken at the beginning of both the morning and the afternoon session.
- Registers are sent to the office after each registration.
- Attendance figures for each class are produced weekly.
- The Headteacher and Educational Welfare Officer monitor attendance.
- Any child with an attendance of under 95% will have their records examined.
- The EWO visits the school regularly to monitor attendance figures.

**6. Awards**

- Individual children are rewarded weekly for good attendance.
- Each week a certificate is awarded to the class with the best attendance figure.
- If a class achieves 100% attendance for a week they will have a reward of 5 minutes extra playtime.

**7. Document Links**

Attainment & Achievement  
 Behaviour  
 Home/School/Pupil Agreement  
 Absence Request Form

## **8. Policy Review**

A revised copy of the Attendance Policy has been produced. Unless earlier revision is required, this document will be reviewed every three years. Once approved by the Headteacher, the policy will be available to all staff and parents and stored as a hard copy by the Clerk.

Next Review – June 2021

Headteacher: Mr P Hamlyn

Deputy Headteacher: Mrs C Sales

Date: 30<sup>th</sup> June 2019