



Chorleywood Primary School

Attendance Policy

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Committee	
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Chorleywood Primary School Attendance Policy

At Chorleywood Primary School, we want the whole school community - governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

As a school we set attendance targets to build on the previous year and consistently promote the importance of good attendance.

Attendance is part of our judgment for behaviour and safety. In the School Development Plan the target set for 2015-2016 is 97%. This is a figure we can achieve, if we all work together. **EVERYDAY** your child is not in school it will impact on the overall percentage for the whole school. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less both in primary and secondary school.

If your child's attendance was 95% last year they have missed 10 days of school. If it was 90% they missed 20 days of school. If their attendance was 85% they have missed 30 days of school. This has a significant impact on their progress and attainment. I am always asked to comment on pupil attendance when writing letters to support appeals for secondary school places.

Chorleywood Primary School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them.

We aim to reduce Persistent Absence in order that all pupils are assisted in reaching their potential. Regular analysis of pupil attendance is undertaken and involves analysis of all groups of pupils, for example girls/boys, EAL/Non EAL, SEN/ Non SEN, Pupil Premium/ Non pupil premium.

Chorleywood Primary School believes that good school attendance assists children and young people to achieve the following 5 outcomes:

- To be healthy
- To stay safe

- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

If pupils have any barriers to learning/attendance we will work with parents to support pupils.

The DfE have made a number of important changes to the Education (Pupil Registration) (England) Regulations 2006 and The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1 September 2013.

Term-time holiday

The Education (Pupil Registration) (England) Regulations 2006 allow Head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances". Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

Chorleywood Primary School will:

Provide a safe learning environment that is exciting and stimulating
Maintain attendance records according to Government legislation and guidance on a daily basis
Encourage good attendance and will investigate all unexplained and unjustified absence
Ensure school staff will set a good example in matters of attendance and punctuality
Follow up all instances of poor attendance and punctuality

Keep parents informed of their child's attendance/punctuality record
Work closely with parents should attendance or punctuality give cause for concern

Expectations for **parents**:

Parents are legally responsible for ensuring their child's regular and punctual attendance
Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
Parents will inform school on the first day of absence, of the reason for their child's absence from school
Parents will avoid arranging family holidays during term time
Parents will maintain regular communication with school staff where necessary
Parents will work in partnership with other professionals to increase their child's attendance as necessary
Parents will ensure that school are informed of any changes of contact details

Expectations for **pupils**:

All pupils are expected to attend school and all of their lessons regularly and punctually
Pupils must remember to hand any note giving reasons for absence to the relevant person
Pupils are expected to be ready to learn
Pupils will not leave the school without permission

Authorised and unauthorised Absence

An absence is authorised by a written note, an e-mail, a telephone message or a verbal message **to the office**. Parents are encouraged always to send a written note. If no message has been sent, an 'Absence from School' letter should be sent. All letters explaining the reason for absence should be kept in a special folder in the classroom for the remainder of the school year.

The teaching staff use the following criteria when deciding whether or not to authorise an absence. If there is any doubt the headteacher is consulted.

Absence can be authorised if:

- the child is ill
- the child had to attend an unavoidable appointment at the doctor's surgery, hospital, dentist or any other medical consultation
- for a day set aside for religious observance by the religious body to which the child's family belongs
- for an exceptional special circumstance such as a family bereavement, to attend a family wedding or to take an examination.

Absence is unauthorised if:

- no explanation is forthcoming
- the headteacher is not happy with the explanation
- the child stays at home to look after other children
- the child is shopping
- the child is absent for unexceptional special occasions (eg a birthday treat)
- the child is on a family holiday

(this list is not exhaustive)

Rewards

- Each week the class with the highest attendance will be given the Attendance trophy
- Each half term the class with the highest attendance will receive a reward, every pupil with attendance over 97% will receive a certificate
- Every half term pupils who have worked hard to improve their attendance will also receive a certificate
- Every term the class with the highest attendance will receive a local trip, every pupil with attendance over 97% will receive a certificate
- At the end of the year EVERY pupil who has attendance over 97% will have a free trip, they will also receive an attendance award. In order for the School to organise the attendance trip the cut-off date to collate figures, we will be in June.

Doors open

- School doors open at 8.40am, this may be earlier if children are involved in early morning interventions. Pupils may enter their classroom at that time

- Pupils should not arrive at school before 8.30am when the pedestrian gate is opened

Registration

- Registers are called at 8.50am and 1.15pm. Registers close at 9.00am and 1.20pm. Registers are completed on the SIMS system
- Any pupil arriving after closure of the register will be required to report to the office
- Pupils should be called by name and respond in the prescribed formal manner
- Registers will be marked in accordance with DfE guidance. See *Absence and Attendance Codes January 2009*, **Appendix A**

Lateness

- Any pupil arriving after 9.00am should report to the School Office and should sign the late book
- Entries in the late book will be transferred to the computerised registration system

Penalty Notices

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 increased the current amounts of penalty notices payable by parents from 1 September 2012.

Parents who fail to ensure the regular attendance of their child of compulsory school age (5-16) may receive a £60 fine (for those who pay within 28 days) and £120 for those who pay within 42 days.

All penalty notices will be approved by the School Improvement Committee

Appendix A

Section one - pupil registers and attendance codes:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 and amendments

Section two - school day and year:

- The Education Act 1996
- The Education (School Day and School Year) (England) Regulations 1999

- The Education Act 2002
- The Changing of School Session Times (England) (Revocation) Regulations 2011

Section three - statutory guidance on parental responsibility measures:

- The Education Act 1996
 - Crime and Disorder Act 1998
 - The Anti-social Behaviour Act 2003
 - The Education Act 2005
 - The Education and Inspections Act 2006
 - The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
 - The Education (Penalty Notices) (England) Regulations 2007 and amendments
 - The Education and Skills Act 2008
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- Section 7 of Education Act 1996 states
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 - Duty of parents to secure education of children of compulsory school age.
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 - The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—
 - (a) to his age, ability and aptitude, and
 - (b) to any special educational needs he may have, either by regular attendance at school or otherwise

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 increased the current amounts of penalty notices payable by parents from 1 September 2012.

These will apply to any parent who fails to ensure the regular attendance of their child of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during schools hours without a justifiable reason.

The amounts stated on the penalty notices will increase from £50 to £60 for those who pay within 28 days; and from £100 to £120 for those who pay within 42 days.

All state schools can use penalty notices including maintained, academies, Free Schools, alternative provision and pupil referral units in England. The local authority must publish a local code of conduct which sets out how the penalty notice scheme will work for all schools in the area.