

# ESTCOTS PRIMARY SCHOOL



## Attendance Policy



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By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance.

### **Arrival and registration**

All children should be in the playground ready to come into school at 8.30 am each day. The school gates will be closed at 8.30 am as all children should be in class for the first register to be taken no later than 8.35 am. The register is taken twice a day. A day counts as 2 attendances.

Morning registration ends at 8.50 am. If a child arrives after the registration period he/she will be marked in as **Late**. After 9.10 am this will become an **Unauthorised Absence**. The afternoon register is taken at 1.00 pm for pupils.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of fire as an appendix to class registers.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

### **Illness and medical appointments:**

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment and an absence request form should be completed in advance.

The school office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence. If contact is not made with the school the staff in the school office will make contact.

### **Request for Absence from school:**

A request for Absence from school form may be completed by the legal parent of a child/ren attending school. Authorisation will not be granted by the headteacher unless there are exceptional circumstances.

There are 190 school days and 175 other days in the year that can be used for holidays and other occasions. The school academic year is set out 2 years in advance and available on the West Sussex Grid for Learning website [www.westsussex.gov.uk](http://www.westsussex.gov.uk) and the school notify you of the school INSET days in the summer term prior to the new academic year. Parents are aware of these dates and can plan trips and holidays accordingly.

An example of exceptional circumstances would be a funeral or family bereavement, music or dance exam external to the school curriculum.

Sudden, serious circumstances do occur, rarely, when it is impossible for a family to bring a child to school. It is essential that school is informed by the parent of the circumstances so that the appropriate code can be written in the register

A child will be expected to catch up on any work from missing days.

Sections 444A and 444B of the Education Act 1996 enable local authorities, senior staff in schools and police officers to issue penalty notices to the parents of children whose level of attendance at school is unacceptable. The full guidance in relation to these powers and the associated Regulations can be found on the Department of Education website ([www.education.gov.uk](http://www.education.gov.uk)). The Regulations, which are the basis for the actions taken in relation to penalty notices, are the Education (Penalty Notices) (England) Regulations 2007 (Amended 2013).

Parents could be fined a fixed penalty notice of £60.00 (if paid within 21 days) or £120.00 (if paid within 28 days) for 5 days or more unauthorised absences or for failing to ensure that their children do not attend school regularly. This is per parent and per child and per each individual absence.

Further details can be found on the West Sussex Grid for Learning website:

[www.westsussex.gov.uk](http://www.westsussex.gov.uk):-

Learning> Schools (aged 4-16)> Information for parents> Attendance truancy and exclusions> Attendance code of conduct – Fixed Penalty Notice.

## Estcots Primary School

### Application for Leave of Absence from School

It is a legal requirement for parents/carers to obtain permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£60 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows Headteachers to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of the request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government legislations and LA guidance. By definition, exceptional trips should not occur regularly.

Where school have concerns about leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see the Guidance section for factors that may be taken into account by school when considering a request for leave.

#### How to use this form:

- Use for all absence other than sickness.
- Return to the school well before the date of requested absence.
- Use a separate form for each child and each absence.

#### Guidance:

Pupils attend school for a maximum of 190 days per academic year. **There are 175 other days for holidays and other activities.** 80% attendance represents **1 day off per week.** 90% attendance represents **1 day off per fortnight.** Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have any leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

#### Parent/Guardian to complete this section:

NB the application must come from the parent with whom the child normally resides

Name of child:	Class:
Name of Parent/carer:	Child's Date of Birth:
Home address including postcode:	Home telephone number:
	Mobile telephone number:
Dates requested From:  To:	Number of school days requested:  T:\Policies\Attendance Policy - Reveiwed Oct 18.doc
Reason:	

Dates requested From:  To:		Number of school days requested:		
Reason:				
Signed:			Dated:	
<b>Parent/carer Employer details:</b>				
If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays				
Employer name:		Employer address:		Employer telephone number:
<b>School Office to complete this section:</b>				
Is this the first request for absence this academic year?			Yes/No	
<b>Attendance 2013/14</b>	%	Green	More than 95%	Satisfactory
		Amber	85% to 95%	Needs improvement
		Red	Less than 85%	Unsatisfactory
<b>Headteacher to complete this section:</b>				
Your request is approved and the absence as set out above is duly authorised.		The code placed in the register will be:	Family Holiday (Exceptional circumstances)	H
			Religious Observance	R
			Educated Off Site	B
			Attending Interview	J
			Medical/Dental Appointment	M
			Other Authorised Circumstance	C
			Approved Sporting Activity	P
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:				
Signed:  Headteacher				

