



Reviewed March 2020  
To be reviewed March 2021

## Attendance Policy

### Aims

At Langham Village School we endeavour to do all we can to encourage the importance of regular and punctual attendance amongst pupils and parents alike.

### **The importance of regular attendance**

Absence affects the pattern of a child's education and regular attendance is essential. Any pupil's absence disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parent's/carer's legal responsibility. Permitting absence from school without a good reason creates an offence in law and may result in sanctions.

### **Promoting regular attendance**

Helping to create a pattern of regular attendance is everybody's responsibility. Attendance features on our Home-School Agreement which parents and children are invited to sign.

### School Section

- Encourage the habit of regular and punctual attendance.
- Contact home promptly in the event of a child being absent without prior authorisation.

### Home Section

- Make sure our child *arrives at school on time* **between 8.30 and 8.45** and is *collected promptly* at the end of the day **3.10 pm**.
- Make sure our child attends regularly and that we will provide a note/phone call/email of explanation if our child is absent on the first day of absence by **9.15am**.
- To fill in a form (Appendix 1) if leave of absence is required.

### Pupil Section

- I accept responsibility to attend school regularly, on time and properly equipped.

We aim to keep parents informed of the requirements of regular attendance via general newsletters and reports.

### Understanding types of Absence

Every half-day absence from school has to be classified by the Headteacher as either **AUTHORISED** or **UNAUTHORISED**.

Absence can be authorised by the school if one of the following four circumstances apply:

1. Sickness or unavoidable cause (an unavoidable cause relating to the child, not the parent)
  2. Leave of absence (granted by the Headteacher)
  3. Days of religious observance (for the religion followed by the parents)
  4. The child is entitled to Local Education Authority provided transport to school and this is not being provided.
- For long or frequent periods of sickness absence, it is likely that your child's school will require you to provide medical evidence to authorise the absence.

A school may also agree to authorise an absence in exceptional circumstances. This will be the decision of the Head Teacher.

An unauthorised absence is any absence for which the school has not given permission or where the parent/carer has been unable to provide a reason for the absence which is acceptable to the school. This includes holidays during term time.

### **Registers**

Registers are taken twice daily using the Pupil Asset website. They are scrutinised on a termly basis by the headteacher and by the Attendance Officer, annually.

The register is taken by the class teacher at the beginning of the school day and at the beginning of the afternoon session. The registers will remain open for 30 minutes.

We understand it is a legal requirement to keep the registers accurate.

We will follow the recommended codes when marking children with an authorised absence. All staff are made aware of these.

We have a form which is filled in by anyone making a telephone/verbal message regarding absence ready for the Headteacher's authorisation.

All staff are made aware of notes by the school secretary. These forms are then placed in the child's confidential file in the secure filing cabinet in the office.

In order to keep the safeguarding agenda at the forefront of our practice if no information has been forthcoming regarding a child's absence we will telephone home to enquire as to reasons why on the morning of first day of absence. We will inform The child Missing Education Team where we cannot make contact after a reasonable amount of time.

We acknowledge that it is the duty of each class teacher to note any patterns emerging in the attendance register. They are to:

inform head  
 ↓  
 if required to inform parents  
 ↓  
 if necessary for the headteacher to inform the NCC Attendance Team

### **Monitoring**

- Headteacher termly
- Attendance Officer, annually – or as required.
- Governors to check attendance figures for DfE
- Governors to monitor attendance trends via Pupil Asset and Head teachers reports, to compare with similar schools and nationally.

We understand that a referral to the Local Authority can be made at any time if irregular patterns are emerging.

### **Targets**

We are aiming for a **95%** attendance rate.

**Associated Policies**

Anti-Bullying Policy

Safeguarding Children/Child Protection Policy

Date agreed by Staff January 2020

Date agreed by Governors: March 2020

Signed ...P Kossowicz..... Headteacher

Signed .....D...Markham Wroe..... Chair of Governors

Date of next review: March 2021

## Appendix 1



Name of School: Langham village School

### APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

**Please note: taking your child out of school during term time could be detrimental to your child's educational progress**

Full name of child(ren)

Address

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days \_\_\_\_\_

Reason for application:

**I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.**

Signature of parent(s)/carer(s) \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Head teachers comply with the 2013 amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the head teacher of the school who decides if a period of leave during term time should be authorised or not.

Your request for leave of absence from school during term time has been considered and has been authorised/not authorised.

Signature of Headteacher \_\_\_\_\_

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student to confirm authorisation.

## Leave of absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the schools head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

**Discuss with the school any request for leave of absence prior to making a booking. Your child's school may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the school before the leave is taken. Do not assume permission is granted if you have not received written confirmation.**

### Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

\*(Academic year =school year from September to July)