



Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

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VISION STATEMENT

Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

2 Corinthians 13:11

Attendance Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	January 2017
Reviewed	November 2022
Author	Head Teacher
Review Cycle and Approval	2 Years Head Teacher and Gov Body
Next Review	November 2024

We are committed to safeguarding and promoting the welfare of children and young people.

Introduction

This Attendance Policy is based on the May 2022 guidance from Department for Education, 'Working together to improve school attendance', and the Wiltshire Local Authority and Education Welfare Services' recommendations for an Attendance Policy.

Read alongside Term-Time Holiday policy and Safeguarding and Child protection policy.

(Where the word 'parents' appears in this document, this is also intended for carers.)

SECTION 1 Rationale of the Attendance Policy

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually. Parents and the school community share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

This policy represents our commitment to support pupils to achieve between 90-100% attendance.

SECTION 2 Aims and Expectations

We believe that the foundation for good attendance is based on a strong partnership between school, parents and the child. This includes clear communication with parents and pupils regarding our expectations of what is required to secure excellent attendance for pupils at our school.

At Crockerton School we expect:

- pupils to arrive at school every day on time
- that children make the best use of their educational opportunities by attending regularly, punctually and in a state of readiness for learning
- ensure that everyone within the school community understand the issues and procedures for attendance
- fulfil the statutory duties in relation to school attendance
- to encourage, recognise and reward good attendance.

SECTION 3 Legal framework

Under Section 7 of the Education Act 1996, parents must ensure their children are educated. For most parents this means registering their child at a school and ensuring their regular attendance. Failure to do so can result in the issue of a Penalty Notice or being prosecuted.

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year and as a severe absentee if they miss more than 50% of schooling for whatever reason, whether it be authorised or unauthorised, or a mixture of both.

By law schools are required:

- to take an attendance register twice a day: at the start of the morning session and once during the afternoon.
- to report to the Local Authority pupils who fail to attend regularly or who are absent for ten consecutive school days or more without known reason

By law the attendance register must show for every session, whether a pupil is present, absent, attending approved educational activity or unable to attend due to exceptional circumstances.

Crockerton School registers are taken at 9am and close at 9.15am. Children who have not arrived by 9am are marked as late. Latecomers should report to the school office on arrival and the child will be given a 'late after register closed' mark, L. This is a late arrival but before the register has closed. A pupil arriving after the register has closed should be reported as U.

The school will contact home if the child has not arrived in school by 9.30am and no message has been received.

Authorised absence is where the Head Teacher has given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as a satisfactory justification for the absence. All other absences are *unauthorised*.

SECTION 4 Partnership working with parents and school

- At Crockerton School, attendance is the business of everyone in our school community. The governors and all staff are committed to supporting all pupils to achieve excellent attendance and they regularly review school procedures and strategies to support this.
- Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping.

We ask that parents support us by:

- ensuring your child arrives at school every day, on time, appropriately dressed and in a 'condition to learn' (i.e. not too tired or too hungry)
- helping your children gain an appreciation of the importance of attending school regularly
- taking an active interest in your children's education
- working in partnership with the school (and other agencies, as appropriate) to resolve problems relating to non-attendance or which may have a negative impact on your child's attendance.

At this school we take every opportunity to promote excellent attendance for all pupils. We provide a welcoming and positive atmosphere so that pupils feel safe, and know that their presence is valued.

Attendance is celebrated weekly during Celebration Worship and class attendance is published on the weekly newsletter. Classes are rewarded for achieving the target attendance percentage.

At Crockerton School we will always work with you to address any attendance concerns. If there are specific issues which might impact on your child's attendance it is important that you talk to us so that

we can support you and your child. You can speak to your child's class teacher or the Head Teacher by contacting the office.

If we have been unable to resolve the issue, despite a number of interventions, then we may have to refer you to the local authority.

SECTION 5i) Procedures for attendance/absence

School registers are closed each morning at 9am for all pupils. Children who have not arrived by the end of registration are marked absent.

Afternoon registration closes at 1.05pm.

Parents are requested to ring school by 9.15 am to notify us that their child will be absent. The school will then authorise absences that are due to sickness/ill health.

Latecomers should report to the school office on arrival. The child will then be given a 'late after register closed' mark. It is helpful to notify school in advance if a child is going to be late, the reason why and expected time of arrival. Lateness – where lateness becomes an issue, the matter will be discussed with the parents and this will be monitored and a record kept.

The school will contact home if the child has not arrived in school by 9.30am and no message has been received. If we cannot speak directly with parents then we will contact the nominated emergency contact to establish the reason for absence, this is in line with school safeguarding procedures.

A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence.

If the school has been informed that the child will arrive late due to a medical / dental appointment, then an attendance mark will be given on arrival. (We prefer you to keep such appointments to out of school hours as much as possible, unless there is urgent need for an appointment.)

Long-term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Attendance will be monitored termly, and parents will be informed of their child's attendance should it fall below the school's target of attendance (between 90% and 100%).

In the eventuality of a child having long-term absence or persistent absence the Education Welfare Officer or a member of the Persistent Absence team will be contacted for advice.

Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when a child continues to be absent for more than 7 consecutive days without explanation OR a child's attendance drops below our agreed attendance target of 89%.

Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the Educational Welfare Officer will be contacted

and asked to visit the home.

Attendance figures will be included with the child's annual progress report

Holidays – the law says that parents do not have the right to take their children out of school during term time. **The school will not authorise any holiday during term time unless there are 'exceptional' circumstances. This includes one day requests.** Any holiday taken during term time will be recorded as unauthorised absence and could result in parents being fined by the Local Authority. If intending to take a term time holiday parents need to complete a leave of absence at least two weeks in advance of the intended absence. This needs to be returned to the school for the attention of the Head Teacher who may consult with the Chair of Governors. The parents will then be informed of the decision in writing.

For procedures regarding term-time holidays, please see the school website for Term-Time Holiday policy.

Collecting your child/ren from school

We ask that all parents ensure that they are able to collect their children from school on time. School finishes at 3.10pm for Potters and Thatchers and 3.20pm for Weavers and Foresters.

If parents are unable to collect their child as usual then they will need to communicate the alternative arrangements they have made with the school. This may include another named adult or using the school wrap Around Care provision.

We will not release children in Foundation Stage or KS1, to anyone who we have not been advised of. If a pupil remains uncollected at the end of the school day, active steps will be taken by the school to contact the parent/carer or emergency contact by telephone.

If contact cannot be established within a further 30 minutes (or by 16.30 if this is sooner), a senior member of the school staff will contact the MASH (Multi Agency Safeguarding Hub) duty service to agree upon a timescale for further actions and ultimate hand-over of the child, as appropriate.

SECTION 5ii) Procedures for staff

Staff are asked to inform the school office of any unexplained absences and the school will then telephone home for a reason for absence.

If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the head teacher.

The national absence codes for registering pupil attendance and absence must be used. Schools cannot add to the list of codes or use their own local codes. In order to be useful to schools in helping them identify patterns of absence, it is essential that there is consistency of use by staff within each school.

SECTION 6 Requesting leave of absence in exceptional circumstances

In accordance with Department for Education guidance, leave of absence from school including for holidays in term-time, may only be authorised in exceptional circumstances.

Parents are required to complete a leave of absence request form (Appendix 1. This is also available on the website) which must outline the exceptional circumstances for which the leave has been requested and must be completed in advance of the dates requested. We require 2 weeks' notice unless the absence is related to an emergency.

We do not give retrospective agreement for leave of absence so any absence not advised to the school in advance will be unauthorised.

Requests will be considered by the Head Teacher - parents will be advised if their request is agreed. Any pupil who has taken a term-time holiday will be required to provide medical evidence if they are ill in the period directly before or after the dates advised to school. parents and/or carers will be asked to provide evidence if a pupil does not return to school on the agreed date following a holiday as a result of delayed or cancelled flights or other travel arrangements.

Where an unauthorised leave of absence is taken, parents will be issued with a penalty notice. This will be in the sum of £120 per parent/carer for each child, but is reduced to £60 per parent/carer for each child if paid within 21 days of issue. Figures correct at time of writing 2022, and subject to change.

Appendix 1

Crockerton C of E Primary School

Leave of Absence/ Holiday Request Form

I acknowledge that taking my child/ren out of school during term time may harm their academic progress.

Please make sure you are familiar with the Local Authority information regarding the issue of Penalty Notices for unauthorised absence during term time. Information can be found both at 'www.directgov.uk' and 'www.wiltshire.gov.uk'

Name of child(ren):

Class/es:

First date of proposed absence:

Date of proposed return to school:

Number of school days requested:

Reason and extenuating circumstances for holiday to be taken during term time:

The Governing body does not consider 'Birthday treats or trips, shopping, availability of cheap holidays or accommodation, poor weather during normal school holidays, travelling with friends and/or extended family whose children are already on holiday, shift / work patterns' to be extenuating circumstances

Signed:

Date:

Parent / Carer

Review Use:

Appointment made :

Attendance (%) :

Total sessions absent this academic year :

Total unauthorised absence this year :

Child already in academic intervention strategies : Y / N

Has a holiday request been made previously for the child Y / N If Yes, date:

Authorised : Yes / No