



Nurture-Believe-Inspire-Achieve

Danson Primary School

Attendance Policy

September 2018-
September 2020



Danson Primary School

Attendance Policy

This policy is provided to all staff and should be read in conjunction with the following policies:

- Safeguarding & Child Protection Policy
- Equality Policy
- Inclusion
- Pupil Premium
- Teaching and Learning

All children are entitled to receive an effective full-time education suitable to their age, ability and aptitude. It is the joint responsibility of the school and parents/carers to ensure that our children receive that education.

Danson Primary School expects all children to attend school every day that the school is open, in full school uniform, arriving on time, registering for the morning and afternoon sessions and remaining for the full school day.

Only the school has the right to authorise absence. The school will not do this if they believe that a child's attainment is being significantly impaired by his/her level of attendance.

Where there are concerns about a child's attendance or where the school believes that the child's attainment is impaired by his/her level of attendance, we will write to you to advise you of our concern and if the attendance continues to be a concern, a formal referral will be made to our Attendance Advisory Service, the South Eastern Attendance Advisory Service (SEAAS).

SEAAS work with our school on all matters of attendance. Our Attendance Advisory officer will write to you on behalf of the school to alert you to your child's level of attendance. You may also be offered an informal meeting.

Registers

The register must be completed promptly by the class teacher by 8.52am. A late arrival constitutes a pupil arriving after 8.50am when the school gates are closed. The pupil must report with an adult to the School Office. If there are any unauthorised attendances, the school will endeavour to contact the Parent/Carer for a valid reason on the day of absence.

Attendance Register

All attendance data will be processed on a daily basis via our management system. This information can be accessed at any point and is a valuable asset to monitor attendance both short and long term. It is the responsibility of the class teacher to ensure that the class register is completed accurately with the relevant codes. The Office will then apply other relevant codes according to reasons for absence. Any information regarding absences will be passed to the Office by 9.00am.

Authorised Absence

A child shall not be considered to have an unauthorised absence from school if:

- At any time they are prevented from attending by reason of sickness, as described in sickness section, or any unavoidable cause. An unavoidable cause is an incident of a serious nature in the immediate family of the child concerned. Where something of this nature has occurred, we ask that the family contacts the school at the earliest opportunity, so that the school can provide support, the length of absence from school can be agreed and that the child can be correctly registered.
- On any day exclusively set apart for religious observance by the religious body to which the Parent/Carer belongs. The school recognises all religious beliefs and actively seeks to support families on these occasions. Where a family wishes to exercise this entitlement, the school asks that the parent/carer contacts the school in writing at the earliest opportunity, requesting a religious observance day, so that the length of absence from school can be agreed and that the pupil can be correctly registered.
- Parents/Carers, who wish to take a child out of school during term time, should seek permission, in writing, from the Head Teacher at the earliest opportunity. **Each case will be treated on its merits, but it is not the policy of this school to authorise such absences, except in the most exceptional circumstances.**

Punctuality

Punctuality is very important. Arriving late for school is a poor start to the day, causing embarrassment to your child, disruption to the class, unnecessary difficulties for teachers who are teaching and disturbs the learning of other children and most importantly, will have a negative impact on attainment and progress. The school requires that all pupils attend school on time and ready to learn. At Danson Primary School, the school day starts at 8.50am. Children who arrive after that time are considered to be late. The school gates open at 8.30am and therefore we ask you to ensure you drop your child in good time before registration.

Most primary age children are brought to school by parents or carers. Therefore, poor punctuality is the sole responsibility of the parents or carers. If children are late for school **(I suggest you write the process for children who arrive late, so parents know).**

Collecting Your Child

Please ensure you arrive on time to collect your child from school each day. Police or social Care **may** be called if on time. It is the responsibility of the parent to ensure you have appropriate childcare in place.

Sickness

Your child should attend school in good health. **We ask that you notify the school by 9.30am on the first day of absence** if your child is unable to attend because of illness, and that you provide a letter of explanation when your child returns to school. If the School Office has not been contacted the lead contact will receive a text to find out the reason for absence.

The school is very concerned for the welfare of our children. Where there are persistent or prolonged periods of sickness, the school may refer the matter to SEAAS so that the correct advice and assistance can be put in place to support the family through this difficult period.

There may be occasions where medical evidence is needed to support the reasons for your child's absence from school. The school and SEAAS will not approach your doctor to obtain that evidence. It is your responsibility as a Parent/Carer to provide proof of an appointment a medical certificate or a doctor's letter.

For contagious illnesses such as chicken pox, where children may have a longer period of absence, parents may request work from the school, if their child is well enough to complete it at home.

Medical appointments

Medical and dental appointments should be made outside of school hours wherever possible. If this is not possible then absence will only be authorised when the appointment card is shown. The child should be returned to school immediately after the appointment, unless advised otherwise by medical professionals. An early morning or late afternoon appointment will mean the child will not miss a full day from school.

Holidays/Leave during Term time

It is a myth that Parents/Carers are entitled to take their children out of school, for a holiday, during term time.

Please note that the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**, which came into effect on 1st September 2013, removes 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.

If a Parent/Carer wishes to request such leave, they should make a written application at the earliest opportunity. The Head Teacher and senior staff will consider each request and inform the Parent/Carer as soon as possible, in writing, whether the request has been granted or not.

Please be aware that if a request for such leave is not granted, any absence from school during term time will be recorded as unauthorised.

If unauthorised leave during term time is taken, the school will consider issuing a Penalty Notice to each parent for each child that is taken out of school. Standard information provided with each Penalty Notice states that a £60 fine is payable within 21 days of the Notice being issued, rising to £100 if paid between the 21st day and 28th day. If neither of these sums is paid within these periods, the Local Authority may consider a prosecution for an offence contrary to Sec. 444(1) Education Act 1996.

Levels of attendance

The school and the Attendance Advisory Officer (AAO) monitor the attendance of each child on a regular basis. Parents will be notified by the school when attendance is less than 96% or a regular pattern of absence is noted and you will be invited to discuss any concerns or problems that you have.

If there is still no improvement and we believe that the child's attainment may be impaired by his/her level of attendance, a formal referral will be made to SEAAS.

Parents will then be asked to attend a meeting with the Attendance Advisory Officer in order to address the attendance concerns for your child.

School will also notify parents that improvements have been seen. **Will school do this? It's not usual practice? The rewards process below covers this.**

Rewards

We place a high importance on regular and punctual school attendance and we do our best to promote and reward good attendance for all the children.

Every Friday in Assembly, any class having 100% attendance for the week receive a certificate. At the end of every term, children with 100% attendance for the school term will receive an individual certificate. At the end of the school year any child with 100% attendance for the whole year is awarded a badge.

Equal Opportunities

The school will endeavour to make all communication and procedures as clear and simple as possible. Where necessary communication may be translated by a parent interpreter/relative or friend or staff will explain or read correspondence to Parent/Carers.

In Conclusion

School attendance and attainment and progress are closely linked.

It is extremely important that all of our children attend school on a regular basis, so that they receive the education to which they are entitled. This ensures that our children have the best opportunities in later life.

If a child misses one day at school per week, over an academic year, it means their attendance will be 80%. This is the equivalent to missing one full year of their education at Key Stage 1 & 2. **That is a lot of missed learning!**

Please do not leave it until it is too late. If you are having problems with your child's school attendance, make an appointment to speak to us so that we can provide advice and strategies to assist.

Your co-operation is important. We all want the best education for our children.

Public Information

Copies of this policy will be available to the public from the School Office.

Reviewed: September 2018

Ratified by Governors: November 2018

Next review date: September 2020

Head Teacher: L Casey

Chair Of Governors: M Egelton