

North Heath Community Primary School Attendance and Punctuality Policy

The Government expects:

1. Schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence
- ensure every pupil has access to full-time education to which they are entitled
- act early to address patterns of absence

2. Parent/s/Carer/s to:

- perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly

3. Pupils to:

- be punctual to their lessons

To enable pupils to achieve all they are capable of, it is essential that they attend regularly and punctually.

All schools are expected to achieve an overall rate of 95% attendance. It is the responsibility of all school staff to be welcoming to pupils and their parents, creating an atmosphere where they both feel able to raise concerns and share any information that could affect the pupil's attendance. Due regard will be given to the fact that a register is a legal document and, taking this into account, registers will be marked regularly and conscientiously at the beginning of both the morning and afternoon sessions.

The times after which a pupil is marked late or absent are given online, in the school prospectus and/or in the school's attendance policy. The local authority recommends that, unless there is prior agreement or good reason, should a pupil arrive more than half an hour late after the registration closes, this should be an unauthorised absence (U). It is important that all pupils arrive at school punctually. If a pupil is late, s/he should report to the school office to be marked in and ensure that in case of emergency the school has an accurate head count. It is most important that parents discuss any problem with either the class teacher or the Headteacher so that appropriate help can be offered.

If a pupil needs to leave school for a medical appointment during school hours s/he must be signed out, and in again on return, at the office. Parent/s/carer/s are asked to make every possible effort to make appointments out of school hours.

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If a pupil is absent for the day, the school expects parent/s/carer/s to make contact as early as possible, giving the reason for the absence and the expected day of return. If no word is received from the parent/s/carer/s the school will contact the parent/s/carer/s on that day. The school follows up absences where no reasons are given. If the reasons for these absences remain unspecified they will be classed as unauthorised.

It is the parents' legal responsibility to ensure their child's good school attendance and punctuality. If attendance or punctuality is persistently unsatisfactory, initially the school will liaise with the parent verbally and/or by letter.

If the situation does not improve i.e. the child's unauthorised absences build up, the school will consider a referral to Pupil Entitlement: Investigation (formerly Educational Welfare Service). Should a pupil's attendance/punctuality still not improve, the parent/s/carer/s could be prosecuted under the 1996 Education Act. Alternatively an Education Supervision Order could be sought in the family proceedings court under the 1989 Children Act.

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 it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, headteachers should determine the number of school days a child can be away from school.

Examples of exceptional circumstances would be:

- Funeral of an immediate relative
- Religious observation
- Compassionate leave
- Close family wedding
- Medical appointments which cannot be arranged outside the school day
- Music/Ballet Exam
- Educational visit to another school

A leave of absence form obtained from the school office must be completed when withdrawal from learning is being requested. Appendix A is an example.

There is now no legal entitlement to holidays during term time and this should be avoided. It will automatically be classed as unauthorised absence and after 5 days (10 sessions or more), the headteacher may request that a fixed penalty notice or fine be issued by West Sussex County Council. A guidance leaflet is available on the school website.

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Regardless if the absence is authorised or unauthorised, after ten days in which no contact can be made with the parents/carers, the school will make a referral to Pupil Entitlement: Investigation (formerly Educational Welfare Service). If the school can make contact with the parent/s /carer/s, it will warn them, if possible, in writing, that it may need to consider taking the pupil off roll.

If taken off roll, parent/s/carer/s would need to reapply for a place through West Sussex County Council Admissions on their return and a place cannot be guaranteed at their current school.

Genuine illness will be authorised, although the school reserves the right to ask for medical clarification if a pupil's medical absences are above the amount expected for a usually healthy child. If it has been necessary for a pupil to have extended absence due to illness, the school will work with the pupil, parent/s/carer/s and any other involved agencies to instigate a re-integration programme for that pupil.

Good school attendance will be recognised; schools use reward systems e.g. children with 100% attendance at the end of the year may be awarded a special certificate in assembly.

North Heath Primary provides a broad, balanced curriculum, but for children to access the many opportunities that are provided, it is necessary for them to attend school regularly and punctually.

Date agreed: March 2017

Effective from: April 2017

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Appendix A

Parent/s/carer/s must state why they consider it essential for them to take their child out of school as absence from learning has been proven adversely to affect children's academic progress.

Schools cannot authorise absence except in unavoidable and exceptional circumstances. Examples of this would be:

- Funeral of an immediate relative
- Religious observation
- Compassionate leave
- Family wedding
- Medical appointments which cannot be arranged outside the school day
- Music/Ballet Exam
- Educational Visit to another school

Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a child's absences are above the amount expected for a usually healthy child. Unacceptable reasons for absence will be classed as unauthorised.

Following government regulations, holiday taken during term time will be classed as unauthorised absence and after 5 days (10 sessions or more), the headteacher may request that a fixed penalty notice or fine be issued by West Sussex County Council.

SCHOOL

- wants to provide an excellent education to all its pupils

PARENTS

- who support schooling generally and ensure high attendance provide the best support for their children, and their future

Please return this form at least 5 days prior to the desired period of absence. You will be informed should your request be unauthorised.

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Child's Name _____ **Class** _____

From (inclusive dates): _____ **To:** _____

This is a total of _____ **days** **Date of return to school** _____
(Return date must be completed in advance)

Reasons for seeking absence during school time (please tick):

Reason	Please tick one box
Family wedding	
Funeral	
Religious observance	
Medical appointment	
Music/Dance Exam	
Educational visit to another school	
Compassionate/Other (please specify):	

I understand that if my child fails to return to School within 10 days of this date, the School may need to consider removing him / her from the list of registered pupils. I have read and understand these terms and conditions.

Signed: _____ **Date:** _____

**Absence not authorised by the school will be recorded as 'unauthorised'.
You will be informed if this is the case.**

ATTENDANCE CHECK: OFFICE USE ONLY

Previous number of days authorised absence	
Previous sickness days	
Number of days authorised	
Number of days unauthorised	

Authorised

Unauthorised

Signed _____ (Headteacher)

Date _____