HOLY TRINITY CE PRIMARY SCHOOL

ATTENDANCE POLICY

Learning and caring together,
building a firm foundation for the future

Last reviewed on: JUNE 2018
Next review due by: JUNE 2020

Respect  Honesty  Love
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1. **Statement of Intent**

1.1. Holy Trinity CEP School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

1.2. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

1.3. The Governors, Head teacher and Staff in partnership with parents have a duty to promote full attendance at Holy Trinity CEP School.

2. **Parental Responsibility**

2.1. Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Full attendance is essential to the all round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

2.2. It is the parents’ responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.

2.3. Pupils are expected to arrive by 08.55am. All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

3. **The Role of the School Staff**

3.1. Mrs. D. Gibbs-Naguar, Head Teacher, has overall responsibility for attendance.

3.2. Class teachers complete a register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present, absent or late. The class teacher notifies Ms. O. Oshinkoya, Family Support Worker of children whose attendance is causing concern.

3.3. It is the responsibility of Ms. O. Oshinkoya, Family Support Worker to ensure:

   - Attendance and lateness records are up to date
   - If no reason for absence has been provided, parents are contacted on the first day of absence
• Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised
• Parents informed termly of child’s attendance figure

4. Timeline of School Action for Low Attendance

• 95 - 100% attendance - class teacher to investigate and notify Ms. O. Oshinkoya of concerns
• 90 - 95% attendance – Parents will receive a letter from Family Support Worker if pupils’ attendance during any term is less than 90% together with a summary of the child’s attendance and a copy of the Attendance Policy
• Below 90% - Advise Attendance Service of child’s attendance and consider Attendance Service or Penalty Notice where the absences have not been authorised.

5. Lateness

5.1. At Holy Trinity CEP School the register is taken at 08.55 am. Pupils arriving after this time must enter school by the main entrance and report, with their parent, to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed.

5.2. The register will close at 09.30 am. Pupils arriving after the register has closed will be marked as late after registration and this will count as an unauthorised absence.

5.3. Frequent lateness will be discussed with parents at open evenings and may lead to prosecution or a Penalty Notice.

6. Authorised Absences

6.1. Absences will only be authorised for illness, medical appointments that cannot be arranged outside of school hours or exclusion.

6.2. The following reasons are examples of the kinds of absence that will not be authorised:

• Persistent non-specific illness e.g. poorly/unwell
• Absence of siblings if one child is ill
• Oversleeping
• Inadequate clothing/uniform
• Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip

6.3. Parents are informed that family holidays should NOT be taken in school term time.

7. **Penalty Notices for Poor Attendance**

7.1. Penalty Notices will be issued in the following circumstances:

- Truancy
- Parentally-condoned absences (including holidays in term time)
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

7.2. Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.
8. Appendix 1

Request for Leave During Term-Time

Dear «Name»

Request for Leave During Term-Time

I have received your request to take «Name» out of school between «Date» and «Date», a total of «Number» school sessions.

From September 2013 the Department for Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence, except in exceptional circumstances.

The School’s Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Name» out of school I may make a request for a Penalty Notice to be issued.

Or

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I may be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Mrs D. Gibbs-Naguar
Head Teacher
9. Appendix 2

Lateness Warning

Dear «Name»

Lateness Warning

I am writing to express my concern over the number of occasions that «Name» has been late to school. I attach for your information a summary of attendance indicating the days «Name» was late.

At «Name» school the register is taken at «Time» am and at «Time» pm.

A pupil’s lateness will seriously disrupt their learning and affect both their academic and social progress.

Certainly you share my concern and are prepared to work together with us to improve «<<Name>> punctuality. If we can help in any way, perhaps via our Family Support Worker, please do not hesitate to contact us.

Should «Name»’s punctuality however continue to be a cause for concern I will need to inform the school’s Education Welfare Officer.

Yours sincerely,

Mrs. D. Gibbs-Naguar
Head Teacher
10. Appendix 3

Absence Warning

Dear «Name»

Absence Warning

I am writing to express my concern over the number of occasions that «Name» has been absent from school. I attach for your information a summary of attendance indicating the days «Name» was absent.

A pupil’s absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

Certainly you share my concern and are prepared for to work together with us to improve «Name»’s attendance.

If we can help in any way, perhaps via our Family Support Worker, please do not hesitate to contact us.

Yours sincerely

Mrs. D. Gibbs-Naguar
Head Teacher