

# Eyam C of E Primary School

## Attendance Policy



*'Let Your Light Shine'*

Agreed: September 2021

Review Date: September 2023

*Our vision is to be a vibrant and thriving community of responsible and resilient learners who 'let their light shine' as we work together, using critical thinking skills to achieve more and celebrate each other's success through a culture of respect.*

*We learn as a TEAM because Together Everyone Achieves More.*

Signed by \_\_\_\_\_ on behalf of the Governing Body Date \_\_\_\_\_



# **Eyam C of E Primary School**

## **Attendance Policy**

### **Need for good attendance**

To ensure that children make the best possible progress with their education, the school needs the help of parents to ensure that their children attend regularly and punctually. This is essential if they are to keep up with learning and maintain friendships.

### **Keeping school informed of absence**

The school realises that for illness or other exceptional reasons children may occasionally have to be absent. In the interests of their education, the school asks that they only be kept away if it is **absolutely essential**. If children are absent and the school has not been informed of the reason by 9.10 a.m., then a telephone check will be made to find out if the child is on its way.

### **Absences allowed by law (authorised)**

Changes in the law make it **essential** for school to know the reason for a child's absence, because distinction must be made on the registers between absences which are allowed by law (authorised) and those which are not (unauthorised). The law also requires that the school publish unauthorised absence figures and we need these to be as accurate as possible. Listed at the end of this policy are the types of absence authorised by law and how the school will interpret these.

All other types of absence are regarded as unauthorised. It is important to emphasise that the school cannot legally authorise an absence if the reason given does not comply with the law.

It is parents'/ guardians' legal duty to ensure that their child/ren attend school regularly and that if the child has a lot of unauthorised absences, the parent may be liable to court action.

### **Lateness**

The register will be kept open for thirty minutes to allow for lateness from the start of registration. Attendance after the close of register will count as an unauthorised absence. Both lateness and the number of unauthorised absences will be recorded on the child's end of year report, which is issued each July. If poor attendance or lateness persists without good reason, the school will consult with the Educational Welfare Officer.

### **Reluctance to attend**

The school understands that sometimes a child may be reluctant to attend; this may show itself as a 'tummy ache' or 'feeling sick' etc. Please let the school know immediately if this is happening, so that by working together the matter may be resolved before it becomes an attendance problem. The school can also call upon the guidance and support of the Educational Welfare Officer, the Educational Psychologist or the School doctor, if necessary.

### **Leave of absence**

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are

exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

From September 2017 there are new guidelines to follow, below is the letter we sent to parents in July 2017, regarding holiday absence.

#### **Dear Parents**

The Local Authority have changed the guidance around term-time holidays after the recent decision (about Mr Platt from the Isle of Wight) in the Supreme Court ruled in the Government's favour.

The guidance **still** says that all term-time holidays should be unauthorised (except in exceptional circumstances) but the difference now is that you may receive a penalty notice or warning letter, **regardless of what your child's attendance is**. Previously, they said if your child's attendance was above 94%, you may just receive a warning letter. This guidance has now been removed. Previously, the guidance said that if the absence was three days or fewer, then the absence would be unauthorised but it would not be reported to the Local Authority. This guidance has also been removed.

However, discretion still remains with the headteacher and so we have decided to continue with the guidance that **if your child is absent on holiday for three days or fewer, the absence will be unauthorised but may not be reported to the Local Authority, if the holiday is a one-off in the school year**. If your child has a holiday of more than three days, then we will have to report the absence to the Local Authority.

We have also been given a set of template letters that we must use so please forgive us if the reply you receive to your request seems a little impersonal; we have to use them. It is important for you to know that any penalty notices given are issued by the Local Authority and any monies received from penalty notices do not benefit the school in any way.

We obviously believe that good attendance is vital to your child's progress and well-being in school and as such we encourage all children to attend school every day. We also believe that transparency is vital for the home-school relationship so would encourage all parents to make a formal request if you are intending to take a term time holiday. If you are in any doubt about whether you would receive authorised leave of absence, please do not hesitate to phone or pop in to discuss your personal circumstance. Each request will be considered on a case by case basis. Our attendance policy is on our website and if you have any questions please don't hesitate to ask.

Yours sincerely

Oona Gilbertson

Headteacher

Reasons for absence as shown on the register

B	=	Educated off site (NOT Dual Registration)
C	=	Other authorised circumstances
D	=	Dual Registration
E	=	Excluded
F	=	Extended family holiday (agreed)
G	=	Family holiday (not agreed)
H	=	Family holiday (agreed)
I	=	Illness (not medical/dental)
J	=	Interview
L	=	Lateness (before register closes)
M	=	Medical/Dental appointment
N	=	Not reason yet provided
O	=	Unauthorised absence
P	=	Approved sporting activity
R	=	Religious observance
S	=	Study leave
T	=	Traveller absence
U	=	Late (after register closes)
V	=	Educational visit or trip
W	=	Work experience
X	=	Untimetabled session for non-compulsory school age pupils
Y	=	Enforced closure
Z	=	Pupil not on roll
#	=	School closed to pupils