

St Luke's C of E Primary, Glossop

Attendance Policy

Last updated 15th March 2019

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Statement of intent

St Luke's CofE Primary believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Signed by:

Headteacher _____

Date: _____

Chair of governors _____

Date: _____

Review date: _____

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2018) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2018) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'

Roles and responsibilities

The St Luke's Governing Board has overall responsibility for:

- The implementation of this policy and its procedures.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2018) when making arrangements to safeguard and promote the welfare of children.

The Headteacher is responsible for the day-to-day implementation and management of this policy and its procedures, and distributing these to parents.

Staff, including teachers, support staff and volunteers, are responsible for:

- Following this Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

Parents are expected to take responsibility for the attendance of their child during term-time.

Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.

Definitions

For the purpose of this policy, the school defines:

"Absence" as:

- arrival at school after the register has closed or
- not attending school for any reason.

An "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

“Persistent absenteeism” as:

- Missing 15 percent or more of schooling across the year for any reason.

Absence procedures

- Parents are required to contact the school as soon as possible on the first day of their child's absence.
- Parents are required to send a note in on the first day that their child returns to school with a signed explanation of why they were absent; this is required even if the parent has already contacted the school via phone call.
- Alternatively, parents may visit school and report to the school office where arrangements will be made to speak to a member of staff.
- A phone call will be made to the parent of any child who has not reported their child's absence on the first day that they do not attend school.
- In the case of persistent absence, the school will endeavour to meet with parents and address any problems.
- The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.
- When a child leaves our school, they will stay on our register until they start at another school.

Contact information

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

Lateness

- Punctuality is of the utmost importance
- Frequent or persistent lateness affects children's education negatively.
- The school doors open at 8.50.
- The school day starts at 9:00. Pupils should be in their classroom at this time.
- Pupils not in class by 9.00 are marked as late.
- The register closes at 9:30. Pupils will receive a mark of absence if they do not attend school before this time.

Term-time leave

At St Luke's CofE Primary, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

- The headteacher is unable to authorise family holidays during term-time.
- The headteacher is only allowed to grant a leave of absence in exceptional circumstances.
- Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- Any requests for leave during term-time will be considered on an individual basis.
- Requests for leave will not be granted immediately before and during assessment periods

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

- Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the register at the school office.
- A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

Truancy

Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

- All pupils are expected to be in their classes by 9:00am, where the teacher will record their attendance.
- Any pupil with permission to leave the school during the day must meet their parents at the school office who will sign out and sign back in again on their return.
- If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.

Missing children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The headteacher or senior member of staff on site will be informed immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises and further afield if required, as directed by the headteacher / senior member of staff.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- If the missing pupil has an allocated social worker, is a Looked After Child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well, and Parents and any other agencies will be informed immediately.

- The school will fill in an incident form, describing all circumstances leading up to the pupil going missing. The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred, and policies and procedures will be reviewed in accordance with the outcome.

Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

- Parents are required to inform the school in advance if absences are required for days of religious observance.

Appointments

As far as possible, parents should attempt to book medical and dental appointments outside of school hours.

- Where this is not possible, a request will be sent to the school office.
- If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
- Pupils will attend school before and after the appointment wherever possible.

Modelling, sport and acting performances/activities

Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises any absence.

Young carers

The school understands the difficulties that face young carers.

- The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

Monitoring and review

The Headteacher monitors attendance and punctuality throughout the year, and this is reported to governors and to the Local Authority

- St Luke's CofE Primary's attendance target is 96 percent.
- This policy is reviewed every three years by the headteacher; the next scheduled review date for this policy is March 2022.
- Any changes made to this policy will be communicated to all members of staff and parents.