

Document name	Attendance Policy
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Current document	Version 1
Date Approved	27.02.24
Review date	27.02.27

Attendance Policy

Little Eaton Primary School

Statement of intent

Little Eaton Primary School 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.

Little Eaton Primary School is committed to:

- Following the framework set in section 7 of the Education Act 1996, which states that:
“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-
(a) to age, ability and aptitude and
(b) to any special educational needs he/ she may have
Either by regular attendance at school or otherwise.”
- 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.

1. Legal framework

1.1. This policy has due regard to legislation, 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

1.2. This policy also has regard to non-statutory DfE guidance, including, but not limited to, the following:

- DfE (2016) ‘School attendance’
- DfE (2015) ‘Child performance and activities licensing legislation in England’
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2. Roles and responsibilities

2.1. The governing board has overall responsibility for the implementation of the Attendance Policy and procedures of Little Eaton Primary School.

- 2.2. The governing board has overall responsibility for 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.
- 2.3. The governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The headteacher is responsible for the day-to-day implementation and management of the Primary Attendance Policy and procedures of the school.
- 2.5. Staff, including teachers, support staff and volunteers, are responsible for following the Primary Attendance Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.
- 2.6. Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.
- 2.7. Parents are expected to take responsibility for the attendance of their child during term-time.
- 2.8. Parents are responsible for good attendance behaviour and ensuring that their child attends school every day.

3. Definitions

- 3.1. For the purpose of this policy, the school defines:
 - "Absence" as:
 - Arrival at school after the register has closed.
 - 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 absence authorised by the school in 'exceptional circumstances'
 - 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.
 - Shopping, looking after other children or birthdays.
 - 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.

4. Absence procedures

- 4.1. Parents are required to contact the school as soon as possible on the first day of their child's absence.
- 4.2. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 4.3. A text message and/or phone call will be made to the parent of any child who has not reported their absence on the first day that they do not attend school.
- 4.4. In the case of persistent absence, arrangements may be made for parents to speak to the attendance officer.
- 4.5. If a pupil's attendance drops below 85 percent, the attendance officer may be informed, and a formal meeting can be arranged with the parents.

5. Contact information

- 5.1. Parents are responsible for providing accurate and up-to-date contact details.
- 5.2. Parents are responsible for updating the school if their details change.

6. Attendance officer

- 6.1. If they are persistently absent, pupils will be referred to the attendance officer who will attempt to resolve the situation by agreement.
- 6.2. If the situation cannot be resolved and attendance does not improve, the attendance officer has the power to issue sanctions such as prosecutions or penalty notices to parents.

7. Lateness

- 7.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 7.2. The school day starts at 8:50am. Pupils should be in their classroom at this time.
- 7.3. Registers are marked by 9:00am. Pupils will receive a late mark 'L' if they are not in their classroom by this time.
- 7.4. The register closes at 10:00am. Pupils will receive a mark of 'U' if they arrive after this time.
- 7.5. After lunch, registers are marked by 1:15pm. Pupils who have left school for lunch will receive a late mark if they are not in their classroom by this time.
- 7.6. The register closes at 1:20pm. Pupils will receive a mark of 'U' if they arrive after this time.

8. Term-time leave

- 8.1. At Little Eaton Primary School, 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.
- 8.2. The headteacher is unable to authorise holidays during term-time.
- 8.3. 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.
- 8.4. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.
- 8.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

- 8.6. 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 issued by Derbyshire County Council.
- 8.7. 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.
- 8.8. 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.
- 8.9. 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.

9. Truancy

- 9.1. 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.
- 9.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 9.3. All pupils are expected to be in their classes by 8:50am and 1:15pm, where the teacher will record the attendance.
- 9.4. Any pupil with permission to leave the school during the day must be signed out by the adult collecting them at the school office and signed back in again on their return.
- 9.5. Immediate action will be taken when there are any concerns that a child might be truanting.
- 9.6. If truancy is suspected, the headteacher is notified, who will contact the parent in order to assess the reasons behind the child not attending school.

10. Missing children

- 10.1. Pupils are not permitted to leave the school premises during the school day unless they are collected by a parent / carer
- 10.2. The following procedures will be taken in the event of a pupil going missing whilst at school:
 - The member of staff who has noticed the missing pupil will inform the headteacher 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 as directed by the headteacher.
 - Available staff will then begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
 - If the pupil has not been found, then the parents of the pupil will be notified.
 - If the parents have had no contact from the pupil, then the police will be contacted.
- 10.3. If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and disabilities, then the appropriate personnel will be informed.

- 10.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 10.5. The headteacher will take the appropriate action to ensure the pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- 10.6. Parents and any other agencies will be informed immediately when the pupil has been located.
- 10.7. The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- 10.8. Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.
- 10.9. Policies and procedures will be reviewed in accordance with the outcome.

11. Religious observances

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

12. Appointments

- 12.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
- 12.2. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
- 12.3. Pupils should attend school before and after the appointment wherever possible.

13. Modelling, sport and acting performances/activities

- 13.1. 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 their absence(s).
- 13.2. The LA has the power to amend or revoke existing licences at any time.
- 13.3. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

14. Young carers

- 14.1. The school understands the difficulties that face young carers.
- 14.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 14.3. 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.

15. Monitoring and review

- 15.1. The school monitors attendance and punctuality throughout the year.
- 15.2. Little Eaton Primary School's attendance target is 97 percent.

Signed by:

_____ Headteacher _____ date

_____ Chair of Governors _____ date

Review: 3 years