



Attendance Policy

Autumn 2010

Review Date: Autumn 2012

Reviewed Spring 2012

Reviewed September 2013

Reviewed September 2014

Review Date: September 2016

This policy will be reviewed in full by the Governing Body on a two yearly basis.

.....
Chair of Governors

.....
Date

.....
Headteacher


.....
Date




Attendance Policy


Featherstone Wood School is committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children within this community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.


Target setting


 This school sets targets in accordance with Regulations. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school


Expectations

 The responsibility for good attendance is shared between school, parents or carers, and pupils. All these groups need to understand the expectations which the policy makes of them. Parents and carers need to know that they have a legal obligation to ensure their child attends school, and that they do not automatically have the right to take them on holiday during term time. Absences from school affect the whole school community, not just the child concerned



 The school will provide a safe learning environment and maintain records of attendance, according to legislation and guidance, on a daily basis. The school will follow up instances of poor attendance and punctuality

 Parents and carers are expected to ensure their child attends school regularly, on time, properly dressed and equipped, and in a fit condition to learn. Parents and carers will inform the school on the 1st day, regarding their child's reason for absence

 Parents and carers will also maintain regular contact with the school until their child returns to school. Parents and carers are expected to inform relatives and friends of the school attendance policy so that no unexpected holidays are arranged during term time









 Pupils are expected to hand in any note giving reasons for absences to the class teacher and be ready to learn on their return

Following up lateness









-  Parents and carers whose children are regularly late for school will be contacted by the school to bring about an improvement in punctuality
-  The school will follow up lateness, all absences and pupils with low levels of attendance

Absences



The school actively discourages parents and carers from taking their children out of school during term time:

-  Notification must be provided for all absences from school and the school will follow this up on all occasions. Absences are authorised by Headteacher only. In most cases, absence is genuine and marked as authorised on the register
-  Requests for leave of absence, which will only be given in exceptional circumstances, must be made at least 2 weeks in advance on the school form available from the office
-  Permission for absence will be given on a case to case basis, depending on circumstances to give flexibility. The amount of time, age of pupil, pupils general absence/attendance records, SATs, length of leave, pupils educational needs, general welfare of pupil, circumstances of the request, purpose, frequency, when request was made, will all be taken into account
-  If a child is absent from school, parents and carers must contact the school office, with the reason, on the first day of absence and keep in regular contact thereafter until their child returns to school. They must confirm the reason for the child's absence on their return
-  If a medical appointment is known in advance, parents and carers must notify the school in writing. If an emergency appointment is made parents should phone the school office in order to keep the school up-to-date
-  Parents and carers must not encourage their child to tell a lie about absences - this does not show respect for authority which is a life skill necessary for their future schooling and employment
-  Parents and carers must give a valid reason for absence – being 'ill' is not enough
-  The school operates a '1st day response' policy. This means that if we have not heard from parents and carers by 9am to tell us why their child is not coming to school that day, we will contact them. The particulars of telephone calls are recorded and


monitored

-  Permission will not be given for holidays after the event has taken place
-  Children will not be given work to do during a holiday
-  Evidence will be requested where a company requires an employee to take holidays during term time
-  Parents and carers are expected to contact the school if they cannot get back from a holiday on time
-  If permission is refused for a holiday, a letter will be written giving the reasons
-  A child can be removed from the school's registers if they fail to return from an extended family holiday after both school and LA have tried to locate the pupil. Also, if there are 20 days continuous unauthorised absences, and both the Local Authority and school have tried and failed to locate the pupil
-  Registers are monitored on a regular basis by our Attendance Improvement Officer (AIO) to look at patterns of absence, identify individuals or group absences, siblings attendance, INSETs at sibling schools, etc. They may ask to see parents and carers if attendance is not satisfactory
-  A fixed penalty notice of £60 can be issued if a child has more than 21 sessions of unauthorised absences in the previous and/or current term . If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

The school rewards good attendance

-  The school works in partnership with the Attendance Improvement Officer to promote good attendance
-  The school rewards good attendance by certificates and badges.

Leaving and returning during the school day

-  Notification must be given if a child is leaving school during the day. The relevant book must be signed out and in again if necessary at the office.

See appendices for further information.

Appendix 1

Letter to Parents and Carers

Dear Parent/Carer,

I enclose a copy of your child's current attendance certificate. Well done to those children whose attendance is 100%. It is really encouraging to see a lot of children who have been in school every day since the start of the Autumn Term,

You may be aware that an attendance trophy is awarded to the class with the highest attendance each week in a celebration assembly. This news is also in the newsletter. After half term 100% attendance certificates will be awarded to those children who have attended school every day for that particular term. Special badges will be awarded to children with outstanding attendance at the end of the school year. We will let you know if your child is receiving an award so that you can attend the celebration assembly. Please come in to see the Attendance Display which is in the assembly hall.

The expectation is over 96% for your child to achieve their potential and to get the most out of the opportunities offered in school. If your child's is below 95% and continues to drop, this is of some concern to us. If your child's attendance is below 90%, it is likely that you will be asked for evidence for absences in order for them to be authorised. Evidence can be in the form of GP appointment card, hospital letters or prescriptions.

All holidays, in line with Government policy, are no longer authorised. If you are taking a child out of school for a holiday, please come to the school office to collect a school form in order that you can inform us.

Unauthorised absences are: holidays taken in term time, where a child arrives late after the register has closed or if you do not give a valid reason for their absence. If your child's attendance is low and you have been asked for evidence which has not been supplied, this will also be an unauthorised absence.

Ongoing unauthorised absences can lead to a fixed penalty notice being issued by the Local Authority. This is a fine of £60 if paid within 21 days rising to £120 if paid by 28 days. If this fine is not paid, parents may be prosecuted for their child's poor attendance.

If you have concerns about your child's attendance and would like support, please call the school for a meeting. If appropriate we can refer you to: The School Nurse, Family Support worker or other agencies for some support.

Reporting your child's absence

When reporting your child's absence please call the school office as soon as possible in the morning. Our telephone number is 01438 235550. Alternatively you can send a text message to 01438 982010, leaving your child's name and reason for their absence. Stating that your child is just unwell is insufficient and you may be contacted for further information.

Featherstone Wood Primary School

Of course children fall ill on occasions but we would encourage you to send your child into school. They may well, once engaged in learning, feel better but if they deteriorate we will call you straight away. Please ensure that school has your current telephone number and address in case of an emergency.

Finally I would like to remind you of the school routine at the start of the day. **KS2 start school at 8.40am. Doors close at 8.50am. KS1 and EYFS start at 8.50am and doors close at 9.00am.** Once classroom doors are closed please bring your child to the school office to be signed in. Routines are a very important part of the school day and children coming in late can cause disruption to a settled class and embarrassment to the late child.

Thank you for your support in these matters.

Louise Shuttleworth
Head Teacher

Appendix 2

School Procedures for Punctuality

Featherstone Wood Primary School

1. **KS2 start school at 8.40am. Doors close at 8.50am. KS1 and EYFS start at 8.50am and doors close at 9.00am.**
2. **Unless attending the breakfast club children must not arrive on school premises before 8.40.** They then go straight to their classrooms where the teacher will be waiting to supervise them.
3. **Please leave your child at the classroom door.** Parents and carers are not allowed to come into school by the main door to drop children off or collect them
4. If there is an **URGENT** issue you need to discuss with your child's teacher **before 8.40am**, please ring the school. Otherwise, teachers will make every effort to see you after school or as soon as possible
5. **Any child who arrives after doors are closed will be marked as late.** Parents and carers are required to bring their child to the office and fill in the reason for lateness in the late book. Examples of some of the reasons not regarded as acceptable are: got out of bed late, overslept, had a late night, had to drop off other brothers and sisters.
6. If your child is late, office staff will take your child to the classroom; please do not walk around the school without permission
7. **Any child who arrives half an hour after the doors have opened will be marked as an unauthorised absence as registers close at this time.**
8. If your child has a medical appointment, which means they will be late to school, please let us know in advance by note or phone call

Thank you for your continued support!

Appendix 3

Letter to Parent and Carers – Letter of concern

Dear

Our records show that since the beginning of this academic year «**chosen_forename**»'s attendance has been «**percentage_attendance**»%. This level of attendance is below the school's minimum target attendance of 95%.

Ongoing poor attendance is a factor often linked to low levels of academic success, and many pupils have difficulty maintaining friendships if they have long or numerous periods of absence.

We wish to help «**chosen_forename**» to improve «**his_her**» attendance. If you would like to discuss «**chosen_forename**»'s attendance please contact myself on 01438 235550 and I will be happy to talk with you and if required arrange a meeting.

We would appreciate your support to make sure «**chosen_forename**»'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation.

Yours sincerely,

Louise Shuttleworth
Head Teacher

Appendix 4

Letter to Parents and Carers – Medical Evidence

Dear «salutation»

I refer to my letter of regarding **chosen_forename's** attendance.

Since the start of the School year «**chosen_forename**» has been absent for «**total_of_specified_codes**» sessions due to illness. This is concerning as it means «**chosen_forename**»'s attendance overall is «**percentage_attendance**»% which is significantly below the School's minimum target of 95%. We understand that some absence due to illness may be unavoidable. However it is important the school are aware of any on-going health problems so we can put the correct support in place.

We are sure that you are aware that every school day counts and missing any time from school results in lost learning. We want to support «**chosen_forename**» and make certain that «**he_she**» does not get behind with work or miss out on any opportunities school offers.

Due to the large amount of absence «**chosen_forename**» has had, I have met with the Attendance Improvement Officer to discuss this matter. I must inform you that we will now require a doctor's note or appointment card for any future periods of absence.

It is a parent's legal responsibility to ensure their child is in school. Ongoing unauthorised absence could lead to a Penalty Notice being issued, which is a fine of £60 if paid within the first 21 days and £120 if paid within 28 days. If the fine is not paid within 28 days parents could be prosecuted for their child's poor attendance.

We will continue to monitor «**chosen_forename**» attendance. If you wish to discuss «**his_her**» attendance with us please contact me on 01438 235550 when I will be happy to talk with you or arrange a meeting if required.

Thank you for your cooperation and support.

Yours sincerely,

louise Shuttleworth
Headteacher

Appendix 5

Letter to Parents and Carers – Fixed Penalty Notice 1

Dear

**The Education (Penalty Notices) (England) Regulations 2007
(Name of pupil). Registered pupil at (School).**

This is a formal warning that you are at risk of being in breach of the above regulations. Your child, has been absent from school and the absence has not been authorised. If the number of unauthorised absence sessions reaches 21 or more in the current and/or previous term the Local Authority may issue you with a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school.

If you do not pay the fine you will be liable for prosecution for this offence. The maximum fine upon conviction of this offence under Section 444(1) Education Act 1996 is £1,000 per parent or £2,500 and/or 3 months imprisonment under Section 444 (1A) Education Act 1996. This is a criminal offence and carries a criminal record.

If you wish to discuss the matter further please contact me urgently.

Yours sincerely,

Louise Shuttleworth
Headteacher

Appendix 6

Letter to Parents and Carers – Fixed Penalty Notice 2

Dear

**The Education (Penalty Notices) (England) Regulations 2007
(Name of pupil). Registered pupil at (School).**

This is a formal warning that you are in breach of the above regulations. According to our records your child, has unauthorised absence of 21 sessions or more in the previous and/or current term and this empowers the Local Authority to issue a Penalty notice.

The penalty notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a penalty notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school.

If you do not pay the fine you will be liable for prosecution for this offence. The maximum fine upon conviction of this offence under Section 444(1) Education Act 1996 is £1,000 per parent or £2,500 and/or 3 months imprisonment under Section 444 (1A) Education Act 1996. This is a criminal offence and carries a criminal record.

Unless your child attends regularly a penalty notice will be issued. You will not receive another warning before the fine is imposed.

If you wish to discuss the matter further please contact me urgently.

Yours sincerely,

Louise Shuttleworth
Headteacher

Appendix 7

Letter to Parents and Carers – Unexplained Absence

Dear

Name:

Class:

Teacher:

I am concerned that has been absent on the dates below for reasons unknown to us.

As you are aware, we request that you inform us of the reason for absences. Please complete the form below and return it to the school by (give a week) at the latest.

Yours sincerely

Louise Shuttleworth
Headteacher

..... was absent from school on the dates below because:

Date

Date

Date

Appendix 8

Requesting Permission for School Absence

As you may be aware, the Department of Education and Skills are seeking to tighten up on procedures in order to deter parents taking their children out of school during term time to go on holiday. The Government's proposals for parents who do not gain permission to do this will include fines.

We do recommend that holidays are taken in school holidays. It is particularly important that children are in school during May when some of the Statutory Assessment Tests and optional tests are carried out. Leave will not be approved for this period.

If you feel you need to take your child out of school, then please complete the slip below. In accordance with Government guidelines, we are only allowed to authorise 10 days family holiday per academic year (September to July), in **exceptional** circumstances. Authorisation of your holiday is at the discretion of the Headteacher.

.....

Name of Pupil(s).....

Year Group (s).....

Holiday Dates:

From:.....

To:

Number of School Days:

Briefly outline the exceptional circumstances upon which the request is based:

.....
.....
.....

Signed:..... Parent / Carer

Un / Authorised:..... Headteacher

Appendix 9

Granting Permission for School Absence

Dear Parent/Carer,

Thank you for requesting permission to take your child/children out of school. I have authorised this leave and the absence will be recorded as authorised.

Please find enclosed a letter from the Director of Education and Early Intervention outlining procedures for requesting absences.

If you wish to discuss this any further, please do not hesitate to contact the school office.

Yours sincerely

Louise Shuttleworth
Head teacher

Appendix 10

Dear Parent/Carer,

Thank you for requesting permission to take your child/children out of school however no exceptional circumstances have been provided that would suggest the holiday needs to be within term time. I am unable to authorise this leave.

Should you take your children out of school, their absence will be unauthorised and may be reported to the Attendance Improvement Officer.

Please find enclosed a letter from the Director of Education and Early Intervention outlining procedures for unauthorised absences.

If you wish to discuss this any further, please do not hesitate to contact the school office.

Yours sincerely

Louise Shuttleworth
Head teacher

