



**Eliot Bank Primary School**

---

---

# Attendance Policy

---

---

**Agreed April 2016  
Updated December 2016  
Updated May 2017  
Reviewed & updated April 2018**

Eliot Bank Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. Throughout our school we celebrate achievement and recognise that attendance is a critical factor for a productive and successful school career. We therefore do all that we can to actively promote, encourage and ensure maximum attendance for all our pupils.

We give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play in their children's attendance and that there is a need to establish strong home-school links and communication systems that can be used effectively whenever there is a concern about attendance. If any problems do affect a pupil's attendance we will work in partnership with parents and pupils to investigate and resolve these quickly and efficiently in order to enable the pupil to return to full attendance as soon as possible. Regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their own potential. Missing out lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Government expects Schools and Local Authorities to:

- reduce absence including persistent absence;
- ensure every pupil has access to full-time education to which they are entitled;
- act early to address any patterns of absence; and
- parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend early and ensure that all pupils are punctual to their lessons and attend school regularly

(Department for Education – Advice on School Attendance – [www.education.gov.uk](http://www.education.gov.uk) 2012)

## **1. What The Law Says About School Attendance**

By law, all children of compulsory school age (between 5 and 16) must receive a full-time education.

Section 444(1a) of the Education Act 1996 says, "If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, without reasonable justification, then his (her) parent is guilty of an offence and can be prosecuted".

Children are required to attend school for 190 days (380 sessions) in any single academic year (September – July). Any exceptions to this can only be taken with the full agreement of the Head of School.

This policy is informed by DfE. Circular 11/91 "The education (pupil registration) (England).

Regulations 2006 and Education Act 1996 section 444, the 'School Attendance – Policy and Practice on Categorisation of Absence, "DFE 1994 – Paragraph 21, page 4 which reminds us that: "Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call, written letter) in relation to a particular absence does not, by itself, oblige the school to accept it."

There is an expectation that over the course of an academic year a child's attendance will be 95% or more. Absence that falls below 90% is categorised by the government as persistent absence. Parents must ensure that their child is able to attend school for the whole academic year by not booking any holidays during term time and avoid encouraging their child to stay at home for unjustifiable reasons. We would also expect medical appointments to be made wherever possible outside of school hours.

## **2. Definition Of A Parent: (Section 576 Education Act 1996)**

A parent means:

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child or young person.
- Any person who has care of a child or young person i.e. lives with and looks after the child.
- All those with day to day responsibility for a child or young person.

## **3. What We Do To Promote Good Attendance And Punctuality**

The school will take the following action to promote good attendance and minimise lateness:

- The school employs Learning Mentors who monitor attendance and where necessary support families to get their children to school.
- Every Monday an attendance cup is handed out in assembly, celebrating the best attending class of the previous week.
- At the end of each half –term, certificates are given for 100% attendance. This helps to reinforce to the children the importance of regular attendance at school.
- The school provides information to parents about their child's attendance in parents' evening and end of year reports.

## **4. Procedures For Parents**

### **4.1 Absence Due To Illness**

If your child has an illness then you must:

- Consider first of all whether you feel that your child would still be able to take part in the majority if not all of the school's activities. In this case, you should still send your child to school. Should your child become unwell during the day and/or where the school feels that the child is no longer able to participate in school activities, the school will contact you to collect your child.
- If you feel that your child cannot take part in the school's activities and would be better remaining at home then you must contact the school as soon as possible on the first/each day of absence before 9.15 a.m. Failure to do so constitutes a breach of this policy. The person ringing will be asked to identify themselves and clearly give the reason for the absence.
- This information will be recorded.

### **4.2 Absence Due To Medical Appointment**

If your child has a medical appointment then you must:

- Provide the school with a copy of the appointment card/letter or mobile text.
- The school will not authorise the absence unless they have seen a copy of the letter/appointment card or mobile text before the appointment.

### **4.3 Absence Due to Other Reasons**

If you need to request 'leave' for a specific reason, then you must complete an 'Absence Request Form', which available from the School Office. The request must be received by the Head of School no later than 10 working days before the proposed leave is due to take place. Each request must meet specific 'exceptional circumstances' which would not be expected to be repeated within an academic year or to occur regularly throughout a child's school life. Reasons such as, '*it's cheaper*', '*fits in with work patterns*' or '*split families*' are not classed as exceptional circumstances.

Leave taken without a formal request being made to the Head of School will remain unauthorised even if the parent enters a request on returning from the holiday/leave.

If your request is refused and you decide to take your child/children out of school during term time then you will be referred to the Local Authority who may decide to take legal action or issue a penalty fine.

## **5. Procedure For The School**

### **5.1 Absence Due To Illness**

Children who are genuinely poorly are not expected to attend school and an authorised code will be used. However, where the child's repeated absence due to illness is becoming a concern, the Head of School may decide to remove the right to the authorised code, and unauthorised further absences due to illness, particularly if the absences total between 5 and 10 days.

The Head of School may ask the parent to provide information that supports the parent's view that the child is too unwell to return/attend e.g. prescriptions, appointment cards/letters and sight of prescribed medication.

In order to avoid this, it is essential that parents inform the school of any health concerns that's may be affecting the child's ability to attend school regularly.

The School will:

- Keep regular, efficient and accurate recording of attendance registers. These are completed at the beginning of each morning session and at the beginning of the afternoon session, using a coding system approved by the DfE and Local Authority. For each child, for each session there will be a code relating to present or absent. The absent code will either be authorised or unauthorised. (See, 'Use of Attendance Codes' below)
- Ensure that parents/carers are aware of the times for the beginning of each session, school term dates and other INSET days when a pupil is not expected to attend school.
- Notify the parents of any immediate school closure e.g. due to bad weather
- Respond to request for attendance data from the Local Authority, Department for Education or OFSTED.
- Present attendance data regularly to the Governing Body and parents.
- Notify parents/carers as early as possible where their child's attendance is a cause for concern.
- Notify the Local Authority of individual children whose attendance is a cause for concern.

### **5.2 Use of Attendance Codes:**

A series of codes are used for each child and for each session. The codes are used by all schools so that reasons for absence can be easily and universally monitored. Each code will mean that the absence has been authorised or unauthorised.

The Head of School may decide to use a code that authorises a child's absence due to:

- Leave agreed due to exceptional circumstances agreed by the Head of School
- Day of religious observance – officially set aside by the religious body which the family belong.

- Medical/dental appointment – pupils should be absent only for a reasonable amount of time.
- That it is necessary for them to attend the appointment.
- Genuine illness or stay in hospital and/or consequent recuperation at home following medical treatment

Prevention from attending by an unavoidable cause e.g. exceptionally bad weather coupled with the inability to arrive in school safely e.g. wheel chair users.

Attending a family funeral (this must not however exceed an agreed period of absence)

Exclusion – temporary or fixed term exclusion will be recorded with code 'E' a permanent exclusion will be treated as authorised absence until the child is removed from the school register.

The following will be coded as 'present';

- education off-site e.g. visit;
- education off-site at another setting e.g. exam or dual registered pupils; and
- approved sporting activity.

Unauthorised codes are used where it is felt that the reason given does not justify the absence.

This may include:

- a shopping trip;
- a birthday;
- attending a pop concert/football match;
- bad weather – too wet, too cold;
- all session absence for a single short medical appointment;
- lack of usual transport – the parent must demonstrate that every effort has been made to get the child to school safely;
- taking a period of leave that has not been approved by the Head of School;
- parent giving a reason which after investigation is found to be false; and
- where no reason for the absence is given, the absence will be unauthorised.

## **6. Lateness**

The school bell is rung at 8.55 a.m. for children to line up to go into class; a second bell is rung at 9.00 a.m. when the school day starts. Child/children who appear after this time will be marked late used the 'L' late code and their time of arrival will be recorded. Arrival after 9.30 a.m. will be recorded as an unauthorised absence for that session.

## **7. School Closures**

The academic year is 190 days. Schools also have to have an additional 5 days that they can use for staff training: often called INSET (In Service Training) Days. These days are not part of the 190 days which is every child's free entitlement.

The Head of School will make every effort to ensure that the remains open for 190 days. However, in some circumstances, the school may have to close. The Head of School must always consider the health, safety and welfare of every person who uses the school site, pupils, staff, parents, volunteers and visitors. If at any point, to use the school building would be detrimental to a person or persons' health, safety and welfare, then the Head of School must close part or all of the school. Such events may be:

- Not enough staff to safely supervise the pupils and ensure the safe running of the school.
- Lack of fresh running water and/or toilet facilities.
- Lack of appropriate lighting and/or heating.
- Damage to the structure of the building e.g. fire, water or weather damage.
- Instruction to close due to a local emergency incident.
- Emergency at the school.
- Severe weather – In the event that severe weather is forecast, or is developing, the Head of School, will consider either closing the school in advance of the school day, closing the school early, or opening the school later than usual. The action taken will always result from consideration of pupils, parents and staff facing 'significant risk of serious injury' in school or whilst travelling to or from school.

Once a decision is made, the Head of School will endeavour to inform parents of that decision and the details of any arrangements that have been put in place. Parents should always assume that the school will remain open during term time unless they hear otherwise. If the Head of School decides to close the school, then the register is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

## **8. Attendance, Inclusion and Participation Service – Local Authority**

The Attendance, Inclusion and Participation Service is responsible for ensuring that parents meet their legal obligations in respect of their child's education and to identify levels of support that a family may need in assisting them to ensure that their child receives a suitable education. The Head of School and Governing Body of each school have a responsibility to inform the AWIS when a child's attendance becomes a matter of concern and to support the AIPS in the actions that they make take.

When it is found that parents fail to meet their responsibilities, the AIPS has the legal power to take one or more of the following approaches:

- Warning letter – clarifies the legal responsibility of the parent and the school expectation in relation to what the parent must do next.

- Fixed Penalty Notice – may be issued for example, if your child has unauthorised absences, including taking unauthorised holiday in term time, or if the child is continually late for school. The fine is £60.00 paid by each adult with parental responsibility for each child. If you have not paid the fine within 28 days then the fine increases to £120.00 which must be paid within 28 days. There is no option to pay in instalments, the fine cannot be reduced if you are in receipt of benefits and there is no right of appeal. Fines are paid to the Local Authority.
- A Penalty Notice – may be issued if your child has unauthorised absences for 10 sessions or more in a twelve week period or if the child is continually late for school. The fine is £60.00 paid by each adult with parental responsibility for each child. If you have not paid the fine within 28 days then the fine increases to £120.00 which must be paid within 28 days. There is no option to pay in instalments, the fine cannot be reduced if you are in receipt of benefits and there is no right of appeal. Fines are paid to the Local Authority.
- Prosecution – The AIPS can prosecute parents if they fail to ensure that their child attends school.
- Parenting Order – this may be made by the court where a parent has been found guilty of an offence relating to school attendance, this requires each adult with parental responsibility to co-operate with conditions attached to the order to assist them in managing their child's overall behaviour and attendance.