

ALL SAINTS' C OF E JUNIOR SCHOOL AND EMSCOTE INFANT SCHOOLS ATTENDANCE POLICY

CONTEXT

All Saints' C of E Junior and Emscote Infant Schools seek to ensure that all its pupils receive a full time education which maximises opportunities for each pupil to realise their true potential.

The schools will strive to provide a welcoming, caring environment, whereby each member of the schools community feels valued and secure.

All staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The Education Act 1996 Section 7 states it is the "**Duty of parents to secure education of children of compulsory school age**".

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

- a) to his/her age, ability and aptitude, and
- b) to any special educational needs he may have
- c) either by regular attendance at school or otherwise.

REGISTRATION PROCEDURES

Pupils are expected to attend regularly.

Pupils are not permitted to leave the site without permission.

Pupils are expected to arrive promptly for the start of the morning session at 8.55 a.m.

Attendance is recorded twice a day by teaching staff. It is a statutory duty to record whether each pupil is **present, engaged in an educational activity or absent**.

Pupils who arrive after this time will have their lateness recorded in a late book by the parent/carer, or office staff if the child is unaccompanied, together with the reason for being late. This will be recorded as **L** on the SIMS Attendance system. Registration closes 15 minutes after the start of the school day and arrival at school after this time will be deemed **unauthorised**, unless for an appointment.

Where a pupil is late for school and unaccompanied, parents are notified by text. Regular lateness will result in an interview being offered to the parents and a record made on the pupil's personal file.

ABSENCE

If possible, parents/carers should always consult with the school if a child is going to be unavoidably absent.

If notice of absence is not possible, parents/carers should notify the school office immediately (on the first morning of the first day of absence), either by telephone,

email or letter. Office staff will record the contact name and reason for the child's absence in the Office Absence Record. If notification has been by telephone, a note confirming the date and reason for absence should be sent to the school when the child returns to school.

Office staff will try to establish reasons for absence from the first day.

The Headteacher should be alerted to any concerns with a pupil's attendance by classroom staff/ office staff.

The Head may refer cases of concern to the Attendance, Compliance and Enforcement Service.

LEAVE OF ABSENCE

The Government issued new regulations in September 2013 regarding Leave of Absence; the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

The Headteacher **shall not** grant **any** Leave of Absence during term time **unless he/she considers** there are **exceptional** circumstances relating to the application.

Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

The Headteacher will determine how many school days a child may be absent from school if the leave is granted.

Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.

Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.

If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of the Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

GATHERING AND ANALYSING ATTENDANCE DATA

Standard attendance codes which relate to SIMS are given to each class teacher for reference, but it is the responsibility of the office staff to ensure these are used accurately.

Registers are completed on SIMS which are input daily by the class/office staff.

Lates, before the close of registration up to 30 minutes from the start of school, will be recorded in a 'Late book' located at the entrance (see registration

procedures). Office staff are responsible for ensuring that this is transferred on to SIMS.

If a child's attendance falls below 90% and a significant element of that absence is unauthorised, the school may refer to Warwickshire County Council's Attendance, Compliance and Enforcement Service. If, as a result of the involvement of the Attendance, Compliance and Enforcement Service, recourse to legal action is necessary, this may result in the issuing of a Fixed Penalty Notice.

In all cases, the LA will issue penalty notices in accordance with the published Warwickshire Code of Conduct. The Code can be obtained from the County Operations Manager (Attendance) at Warwickshire County Council, telephone 01926 410410.

Adopted May 2015

Review May 2016

Debi Cossins

Governor - Mrs Pat Daly