

## Attendance Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

**Policy review information**

<b>Policy</b>	WPA Attendance Policy
<b>Review schedule</b>	Every 3 years
<b>Statutory Policy</b>	No
<b>Policy owner</b>	Principal
<b>Lead Reviewer</b>	Principal
<b>Approver and date of last approval</b>	Principal, 24 March 2023
<b>Key review dates</b>	
<i>Next review date:</i> 24/03/2026	<b>Changes made</b>
24/03/2023	Form amended in appendix to include DfE statement
06/2021	Review following Brand change

### Introduction

Research has shown that poor attendance impacts negatively on children's attainment. Children have to attend school for 190 days per year, this leaves 175 days (including weekends) free for families to take holidays. A child who is 10 minutes late each day will actually be missing the equivalent of 4 school days a year. A child who misses two weeks every year of primary school will actually be missing the equivalent of one term's precious education.

Education and attendance information can be obtained from the local council.

This policy is linked to our Equality and Child Protection and Safeguarding, Missing and Uncollected Child policies.

### Responsibilities

- Parents/Guardians are responsible for ensuring that their child attends school daily and that they follow the attendance policy.
- The Principal is responsible for ensuring that registration takes place twice daily and that absences are recorded and followed up promptly. The Principal is responsible for following up non-attendance and reporting to the Education Welfare Officer. The Principal is responsible for authorising absence in exceptional circumstances.
- The Director of Education of The Multi-Academy Trust (MAT) is responsible for over-seeing the processes that take place for recording, reporting and following up absence.

When your child can miss school

You can only allow your child to miss school if either:

- they are too ill to go in;
- you have received advance permission from the school.

There is [extra support available](#) if your child is unable to go to school for long periods because of a health problem.

### Holidays in term time

All holidays taken in term time will be recorded as unauthorised absence (this is the same as truancy unless there are exceptional circumstances)

Permission must be obtained from the Principal if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the Principal in advance (as the parent the child normally lives with);
- there are really exceptional circumstances.

The Principal will consider each request on its own merit and the impact upon the child's learning and wellbeing will be central to the decision made. The Principal may take into account previous leave requests and other factors related to the child when making their decision.

Parents who do not request term time leave and take their child on 'unauthorised leave', or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school. Unauthorised absences will be reported to the Education Welfare Officer (EWO).

### **Requesting of term time leave in exceptional circumstances**

- Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request will be made in writing by completing a planned absence form.
- Exceptional Term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.
- Parents/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.
- Any changes to dates agreed by the school will require a re-submission for authorisation prior to departure.
- The Principal's decision is final.
- The Principal will reach a decision and send a written response to the parent/carer within 10 school days of the leave request being received.
- No work will be provided by the school during the period of leave.

### **Family emergency - where no leave has been requested**

There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.

Whilst emergency situations are often difficult, parents are still required to contact the school at the earliest possible opportunity and complete a form for exceptional term time leave. This written request can be made on behalf of the parent by someone nominated by the parent. The request must include a specific leave period including a return date.

Parents taking their children out of school due to a family emergency are encouraged to consider:

- that they have considered the impact and appropriateness for their child;
- whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
- that they have looked at limiting the amount of time absent from school.

### **Punctuality**

Please be punctual when dropping your child off in the mornings. Classroom doors will open at 8:40am. Registers will be taken at exactly 8.50am and all lates are recorded. Similarly, please ensure that your child is collected promptly at 3.30pm. If you are going to be unavoidably late please inform the school office. We will ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. If your child is not collected after one hour, as set out in our Missing and Uncollected Child Policy, we will contact Social Services.

### **Absence processes**

- If your child is unexpectedly missing from school you will need to inform the school by contacting the school office first thing in the morning. The school will contact you otherwise.

- If a child's absence is unexplained, we will call parents and any other contacts. During this time, we will follow the following procedure:
  - On every occasion of first day absence without explanation, a risk grading requires to be undertaken. This applies even where the child is a frequent absentee. The level of risk will be identified by answering questions in relation to vulnerability, influences and past behaviour.
  - This decision will inform the most appropriate course of action. The options of next steps are either to: continue to monitor the level of risk throughout the next few days, where a child is known to have an allocated worker from Social care, inform the appropriate Social care team of the absence or, if risk is high, call the police.
  - If no further action is taken on day one, this risk assessment procedure will be repeated on days 2 and 3.
  - If no contact is made by day 3, we will send a 'notification of absence letter' to parents.
- If a child is absent for 5 days the School has a duty to inform the local safeguarding team who may visit parents/guardians and check the situation. Children missing 5 days or more are classed as Children Missing Education (CME).
- Where children have a social worker, their social worker will be informed of any unexplained or unauthorised absence.

### **Monitoring and evaluation**

The Principal will monitor the effectiveness of this policy using absence data. This will be matched against the following attendance targets:

Reception year 95%

Years 1 – 6 97%

The data will be discussed with the Director of Education of the MAT during her half termly visits. Attendance will be an agenda item of the Local Advisory Board.

### Absence Form

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time (for those pupils aged 5+). The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances such as a close family funeral etc. Therefore, students will only be given permission to take leave in term time if there are exceptional circumstances.

Our key priority is to ensure your child is as successful as possible, is able to reach their full potential and gains maximum benefits from their educational experience.

This form must be completed to explain any planned absences **before** taking your child out of school.

Name of child		Date of notification:
Reason for absence, please tick as appropriate and attach any other necessary information.		Please tick as appropriate
Hospital/medical appointment –a copy of the appointment letter must also be given to school for the absence to be authorised. Appointment letter will give date of absence. The absence will only be recorded as medical with an appointment letter.		
Family Holiday during term time – please give an explanation for the reason for booking a holiday during term time. All holidays will result in unauthorised absence.		
Dates child will be absent you must include a start and end date:		
Other: please give full details.		
Dates child will be absent		

Signed: (Parent/Carer)	Name
To be completed by the school office	
Current attendance: (Specify period)	
Signed:  Headteacher	Authorised / Not Authorised