



## **Attendance policy**

Other related academy policies that support this Attendance policy include SEN, Anti Bullying, & Health & Safety and Behaviour Policy

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## **AIMS OF THE POLICY**

To promote regular attendance thus offering all pupils equal access to learning.

## **OBJECTIVES OF THE POLICY**

- Meet the Government attendance targets set for us.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.
- This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

## **SCHOOL RESPONSIBILITIES**

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call and home visits for vulnerable children or children who have not 'checked in' with the academy. A number of unannounced visits will also take place.
- If home visits are undertaken and there is no answer at the home address a letter will be posted through the door stating that school has tried to visit. Additional services will be contacted if the child is deemed to be vulnerable.
- Inform parents/carers of what constitutes authorised and unauthorised absences (see Appendix 1)
- To have systematic and consistent daily records which chart absence and lateness.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
- To promote good attendance
- Where there are concerns around attendance staff will log this onto CPOMs and alert the member of staff responsible for attendance
- The office will email the Inclusion Team and the Head of Academy listing absent children before 9:20

## **PARENT RESPONSIBILITIES**

- To have children in class ready for teaching between 8:40am and 8:50am
- To inform school every day of any absence.
- To work with the school to improve lateness and attendance.
- To avoid medical and dental appointments during the school day.

- If parents, guardians or carers are worried about their child's attendance at school they should: talk to their child and teacher; it may be something simple that could need your help in resolving.
- To avoid holidays being taken in term time.
- See Appendix 1 for the 'Parents Guide to Absence and Lates'

## **THE PROCESS FOR MONITORING ATTENDANCE**

The school Attendance Officer will log instances of absence and lateness and discuss with the Head of Academy. Where issues persist the following will be initiated:

- Stage 1: Verbal communication with parents outlining concerns
- Stage 2: Invitation to meeting in school
- Stage 3: Agreed Plan in place with a monthly review
- Stage 4: Fines by Wakefield Council
- Stage 5: Formal proceedings towards prosecution

## **ABSENCES DURING TERM TIME (eg holidays)**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

It is the policy of Simpson's Lane Academy not to authorise any absence other than proven illness or certain exceptional circumstances. Unauthorised absences may result in prosecution proceedings, or a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

If a child has a planned absence, parents/carers must complete the planned absence form (Appendix B). The Head will consider whether the absence falls under exceptional circumstances or not before authorising the absence.

If no planned absence form is completed, the absence will automatically be unauthorised.

## **AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD IS £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS**

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

- There are approximately 190 school days (380 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

## **LATENESS**

Punctuality is an important life skill. It is also polite.

- 8:40am each day; the doors will open for children to enter at 8.40am. Registers will be taken at 8:50am.
- If the arrival at school is after the registers have closed, the pupil will receive 'L'. If children are more than 10 minutes late they will be automatically marked with a 'U' **This equates to an absence**, although we are aware that the pupil is on the school premises in accordance with health and safety.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. However, evidence of the appointment **must** be shown. Please be advised that wherever possible doctors and dentists appointments are to be made outside of school hours or during school holidays. If a pupil has a medical appointment that is not until late morning, we encourage that they come to school for their morning mark before attending the appointment.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be monitored and invited to the academy to discuss the problem with the Attendance Officer. The procedures for persistent lateness will follow the procedures listed in Appendix A

## **SICKNESS**

- Please notify the school on each day of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

## **PROMOTING GOOD ATTENDANCE**

We celebrate good attendance throughout our School by:

- Weekly assembly to promote attendance with trophies and rewards for the best attended and most punctual classes
- Points being awarded daily for attendance and punctuality (Green Points)
- 100% certificates and badges to be awarded at the end of term celebrating a 100% attendance

## **THE ROLE OF THE EDUCATION WELFARE SERVICE**

**The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.**

Section 444 of the Education Act states that "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."

The Education Welfare Service, may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

**A Fixed Penalty Notice when requested by a Headteacher can be issued as long as the following criteria apply:**

- **At least 10 sessions (equivalent to five school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months**

Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.

- No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence

- issue a Penalty Notice without warning

The Academy will always pursue enforcement when a child has reached the triggers for penalty fines and/or prosecution.

The Academy reserves the right to either pursue enforcement through either Penalty Notices or prosecution. There is no set order for enforcement.

### **CHILDREN MISSING EDUCATION**

Position Statement - national definition of children who are not receiving a suitable education:

"A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home" (Revised statutory guidance for local authorities in England to identify children not receiving a suitable education January 2009)

Wakefield Council Children Missing from Education protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education. Please refer to the City Council's Protocols.





### PLANNED ABSENCE OF PUPIL FROM SCHOOL

The Government asks parents to make sure that they take their holidays during the school holidays. As you are aware only the school can authorise any absence from school. We realise that there will be rare occasions when parents may need to ask for authorisation of a planned absence from the academy, in exceptional circumstances.

**The academy will not authorise any holiday unless there are exceptional circumstances.**

*In the event of a planned absence this request form should be completed by the parent/carer and forwarded to the Head of the pupil's school for consideration before the period of absence.*

I .....am making a request on behalf of  
my child(ren).....  
for an authorised absence from.....  
to .....  
in order to .....  
.....  
.....  
.....  
.....  
.....

My child/ren will return to school on .....  
I would like the school to take the following information into consideration  
when making the decision

.....  
.....  
.....  
Signed.....(Parent/Carer)

Dear Parents/Carers,

Thank you for your request for a planned absence.

Under Government guidelines, at this time I am unable to authorise your  
child's planned absence because.....

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On this occasion the school will authorise.....day/s:-

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.....  
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If your child does not attend school the Local Authority Education Welfare Officer will be notified,  
which may result in a fine.

Yours sincerely

Miss S Taylor

Head of Academy



