



Fen Ditton C. P. School

## ATTENDANCE POLICY

<b>Policy Review Schedule</b>	
Last Updated	Next Planned Review and Update
26.06.17	June 2018
Governor Signature:	

## Attendance Policy

### Aims

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality
- Ensure that all children have full and equal access to the best education that we can offer
- Make parents/carers aware of their legal responsibilities
- Ensure that school attendance figures meet or exceed Government targets

### Attendance Targets

Percentage	Judgement on Attendance
95% +	Good attendance.
90 % – 94.9%	Attendance is below average and causing concern
Less than 90%	Attendance is classed as Persistent Absenteeism

### Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership to ensure children have full and equal access to all that school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

### Expectations

**We expect that all children will:**

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher any problems that may affect their school attendance

**We expect that all parents/carers will:**

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day. The teachers collect **pupils at 09:05 and register the children by 09:10.**
- Ensure that they contact the school before 9.30 am if their child is unable to attend school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Notify school immediately of any changes to contact details
- Collect their child at the end of the school day

**We expect that school will:**

- Provide a safe learning environment
- Reward and celebrate good attendance with weekly/termly certificates and through newsletters
- Keep regular and accurate records of attendance and punctuality
- Monitor each individual child's attendance and punctuality
- Contact parents when a child fails to attend and where no message has been received to explain the absence
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested
- Encourage good attendance and punctuality
- Meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality
- Use the three letter system to follow up concerns about attendance with parents.( see appendix) **where possible we try to personalise these letters in order to recognise individual situations.**
- **Write to parents if lateness is causing a concern.**
- Refer irregular or unjustified patterns of attendance to Education Welfare

## Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other children in the class.

- The main playground is supervised from 08:55 and children go into school with their teacher following the bell at 9.05 am.
- The playground gates are locked promptly at 9.10 am and any children arriving after this time will need to be brought into school via the school office. This will be recorded as being late for school in SIMS and also recorded in the late book which provides a quick and easy way of monitoring pupil lateness.
- Late children are given a late card to take to class, so teachers know they have signed in at the office.
- Staff also tick an **emergency** register sheet which can then be used to check pupil attendance in case of a fire.
- By law, schools must take a morning and afternoon register and record the attendance or absence of every child. These are recorded electronically by teachers in SIMS.
- Children's attendance is recorded on their report and will be passed on to future schools as necessary

## Child leaving school during the school day

During school hours the school staff are legally in loco parentis and therefore must know where the children are during the school day.

- Children are not allowed to leave the premises without prior permission from the school
- Whenever possible, parents should try to arrange medical and other appointments outside school time
- Parents are requested to confirm in writing by letter or email, the reason for any planned absence, the time of leaving and the expected return time
- Children must be signed out on leaving school and be signed back in on their return
- Where a child is being collected from the school, parents are to report to the office before the child is allowed to leave the site
- If a child leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police.*

## Leave of absence

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised.

- In **exceptional circumstances** leave of absence may be granted if e.g. the parent is a member of the armed forces on leave from active duty abroad and can only have a family holiday during this period
- Where leave of absence is due to exceptional circumstance, an application should be made in writing, no less than 2 weeks prior to the requested date. Consideration will then be given to the child's previous attendance and that the time requested does not exceed five school days in any one academic year
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

## Penalty Notices

The Headteacher has the authority to issue Penalty Notices for unauthorised leave (where attendance levels are low and already causing significant concern). These penalty notices will be issued by the Headteacher via the Local Authority's Educational Welfare Officer. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

## Appendix A

### *Attendance Letter 1*

Date

Address

Dear Salutation

Re: Name DOB: School: Fen Ditton Primary School

I am writing to advise you that Name's school attendance is causing concern as it has fallen to number% and as a result we are becoming concerned that Name is missing a significant part of his learning. I have enclosed a copy of his/her attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

I will continue to monitor Name's attendance and I look forward to seeing an improvement. Please make sure that we have relevant doctor's notes and appointment details.

If there are any particular circumstances that the school may not be aware of which are having an influence on Name attending school regularly, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Mark Askew  
Headteacher

cc Education Welfare Officer – (for information only and to be available on request)  
Enc Record of attendance  
School Attendance Leaflet

## Appendix B

### *Attendance Letter 2*

Date

Address

Dear Salutation

Re: Name DOB: School: Fen Ditton Primary School

I am writing to inform you that xxx attendance is xxx% and is therefore still causing concern. We are very worried that continued poor attendance is affecting his/her progress and we need to meet with you urgently. Please contact the school within 7 days of the date of this letter to organise a meeting with a member of the Attendance Team.

Should xxx attendance remain irregular; the Local Authority may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.

Medical evidence is now required for any future absences to be authorised during the school day with immediate effect.

We look forward to meeting you to discuss any concerns you may have so we can continue to support xxx in making good progress and I hope that you will work with us to improve xxx attendance and therefore avoid the need for legal proceedings to be implemented. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Mark Askew  
Head teacher  
cc Education Welfare Officer

## Appendix C

### Attendance Letter 3

Date

Address

Dear

Child DOB: School: Fen Ditton Primary School

I am writing to inform you that ???'s attendance is ???% and is therefore still causing concern. I enclose a record of ???'s attendance. We are very worried that continued poor attendance is affecting ?? progress and we need to meet with you urgently. Please contact the school within 7 days of the date of this letter to organise a meeting with Mr Askew, headteacher.

As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. With effect from September 2015 schools have been advised by the government's Department for Education (DfE) that the Persistent Absence (PA) threshold will be reduced to 10%. Until this day it has been 15%. This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

I am therefore writing to inform you that if attendance fails to improve during the next (4) weeks the case may be referred to the Local Authority to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.

Medical evidence is still now required for any future absences to be authorised during the school day with immediate effect.

We look forward to meeting you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve ???'s attendance and therefore avoid the need for legal

proceedings to be implemented. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Mark Askew  
Head teacher  
CC Education Welfare Officer  
Enc Attendance Record  
Enc School Attendance Leaflet

Appendix D

Document used to record meetings with parents:

Title/Reason	Attendance/Punctuality	Date:		Time:	
Present/Involved:	Name:	Year Group:	Dob:		
<b>Attendance</b>	<b>Unauthorised Absence</b>	<b>Authorised Absence</b>			
<b>Total Lates:</b>		<b>Unexplained abs:</b>			

Record		
ANY PROBLEMS AT HOME/SCHOOL I.E. BULLYING ETC THAT MAY AFFECT ATTENDANCE/NEED SUPPORT?		
Medical:		
School:		
Bullying:		
Community:		
Home:		
Transport:		
Planned Holidays		

Outcomes/Action (include attendance target)	
<b>EHA Offered?</b> YES/NO (Early Help Assessment)	(If declined, please state reason and log with EHA Central)
<b>Check address / telephone numbers/email address of those with Parental Responsibilities and Day to Day care</b>	

Mum: Full name:	«address_block»
Dad: Full name:	
Step Parent: Full name:	«address_block»
Other: Full name	
Email: Home. Work.	Telephone: Home. Work. Mobile.

**I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.**

Staff Signature		Date:		Print Name	
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Parent Signature		Date:		Print Name	
Parent Signature		Date:		Print Name	
Students Signature		Date:		Print Name	

## Appendix E

Letter to inform parents of EWO involvement

Mr and Mrs  
Address  
Cambridge  
CBXX XXX

Date

Dear Mr and Mrs

Child: DOB: School: Fen Ditton Primary School

I am writing to advise you that «forename»'s school attendance has not significantly improved since I last contacted you.

I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absences are authorised or unauthorised.

I am now formally requesting the involvement of the Education Welfare Officer who will contact you in due course to arrange a meeting.

I will continue to be available to discuss this matter with you. Please telephone me on the number above should you require an appointment.

Yours sincerely

Mark Askew  
Headteacher

CC Education Welfare Officer  
Enc Attendance Record

## Appendix F

Lateness letter

Address

Date

Dear

Child Name :

DOB:

School: Fen Ditton Primary School

I have noted during a recent attendance review that your child is beginning to show a pattern of persistent lateness. This has resulted in ?? occurrences of lateness since September.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Mark Askew  
Head teacher  
cc Education Welfare Officer