



Coads Green Primary

School Attendance Policy

Rationale:

Good attendance at school is essential for a child's education and well-being and establishes a positive working ethos early in life. Achieving good attendance for all pupils is therefore a vital part of our home-school relationship.

We are aiming to secure a good attendance record for all pupils and are grateful to our supportive parents and carers who work with us to promote and encourage good attendance by their children.

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

100% attendance is always our ultimate goal although we realise that this is not always possible due to illness or other circumstances.

Schools will seek to recognise and reward very good attendance through the issuing of termly rewards to children achieving an excellent attendance percentage.

To meet our objectives all individual Trust schools, have an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support regarding the attendance of our pupils.

95% attendance is our minimum expectation for all schools (or in line with the current national average). Our annual aspirational attendance target for Trust schools (and therefore the Trust as a whole) will always be 97%+ overall attendance.

Aims:

1. To further improve the overall attendance percentage of pupils at our schools.
2. To provide support, advice and guidance to parents/carers and pupils.
3. To continue to develop positive and consistent communication between home and the schools.
4. To maintain a systematic approach to gathering and analysing attendance data.
5. To maintain an effective partnership with the Education Welfare Service (EWO) and other agencies.
6. To recognise the individual needs of each pupil and family with regard to attendance.

Monitoring Attendance and Supporting Families:

The Trust Board and individual school LGBs/Leadership monitor attendance data regularly. Regular monitoring by school leaders will ensure in individual cases where a child's attendance

[Type here]

drops below 90% or if there are any unauthorised absences, this will be discussed at the termly meetings with the Education Welfare Officer (EWO) and an appropriate personalised plan to rectify the issue will be established.

Reasons for a child's absence or persistent lateness will be investigated by the school and an informal meeting with parents will be arranged to see what structures and support can be put in place to achieve improvement.

Processes:

It is essential that the school is informed of the reasons for a child's absence so that it can be recorded accurately.

All absence figures have to be reported to the Local Authority Education Welfare Officer and the Department for Education. Absence data is also recorded on a pupil's annual report.

It is vital that pupils arrive on time for the start of the school day. This positive start establishes a good learning routine for the day.

We expect pupils to be in school ready to start the day at 9.00 am. Registers are open from 8.45 am and close at 9.00 am. Pupils arriving after this time must take their child to the school office where they will be marked as 'late arrival'. The attendance register officially closes at 9.10 am, arrival after this time will be marked as 'unauthorised absence' unless there are 'exceptional circumstances'.

Safeguarding and Child Protection:

The Trust and its schools take the safety of every pupil very seriously and if they do not attend we need to have a prompt and valid reason for their absence. We must be sure that any pupil has not left home in the morning and failed to arrive at their school. This is why we have a Trust policy of immediate contact with parents or carers if we have not been contacted by phone, text, letter or email giving a valid reason for absence.

It is the parent/carers responsibility to inform the school promptly of any absence on the morning of the absence by 9.05am. If no valid reason is provided, then this will be coded as an 'unauthorised absence'. Each school implements guidance from the current **Keeping Children Safe in Education (KCSIE)** document in regard to attendance issues.

Absence due to Ill Health:

When a pupil is unwell the school should be called on the first morning of absence as early as possible and by 9.05am at the latest. If a phone call or message is not received, the school will attempt to contact the parent on the first day of absence by phone/and or text message.

The school may require a letter explaining the reason why the pupil is not at school. If the school are unable to contact parents/guardians and have no recorded explanation or letter explaining a child's absence it will be recorded as 'unauthorised' and referred to the Educational Welfare Officer.

GP consent may be requested if a pupil has high levels of authorised absence through sickness and a parent will be invited to an informal meeting to complete the GP consent form. This will enable an appointed person from the school to enquire if the pupil has attended the surgery but not to share any confidential information.

[Type here]

Appointments:

For out of school dental and medical treatment the school office should normally be informed in writing, in advance of the date and time of the appointment. The school may also request to see a record of any pre-booked dental or medical appointments.

Holiday Requests during Term Time:

“Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head teachers/Heads of Schools may not grant any leave of absence during term time unless there are **exceptional** circumstances”

“**Exceptional**” in this context is regarded as being unique and significant emotional, educational, or spiritual value to the child: outweighing the loss of teaching time. This interpretation will have different parameters from one case to another, and it will be important to look at the whole situation in making decisions about any individual request.

*The normal expectation is that requests are likely to be **refused**.*

A request form and a letter explaining the need for agreed absence in term time must be obtained by the parent from the individual school office and returned to the Executive Head teacher/Head of School ideally one month prior to the proposed date of the absence.

No holiday booking should be made prior to a request being made.

Parents may be asked to come in and speak with the Executive Head teacher/Head of School to discuss a holiday in term time request if the school feels it is required.

The Trust Board of Directors have given delegated authority for requests of up to 2 days to be decided by the Executive Head teacher. Any requests for longer than this will be referred to a panel from the Local Governing Body.

If a pupil is removed from the school for an unauthorised holiday, then the school must refer it to the Education Welfare Officer. The EWO may issue a penalty notice which carries a fine. Non-payment of this fine by parents can result in prosecution.

Term Dates:

These are published on each school’s website as well as being regularly listed in newsletters. Schools will aim to give as much notice as possible in order to assist parents with planning ahead.