



Newlands CofE School Federation



Roots to grow... wings to fly

Attendance Policy

Date adopted by governors: Summer 2022

Date for review: Summer 2023

STATUS: NON-STATUTORY

REVIEW: ANNUALLY

COMMITTEE: SAFEGUARDING

POLICY TEMPLATE SOURCE: SURREY COUNTY COUNCIL

ATTENDANCE POLICY

Reviewed: Summer 2022	Next Review: Summer 2023	Committee: Safeguarding	Status: Non-statutory
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Newlands CofE School Federation comprises Shere CofE Infant School and Nursery and Clandon CofE Primary School. Each school within the Newlands Federation is a small and nurturing community where children grow and learn together. To fully engage and be a part of our school family and to benefit from all our schools have to offer regular attendance is crucial.

We endeavour to provide a school day that excites challenges and motivates each child and allows them to develop as independent learners. Our organisation of their learning promotes enjoyment, perseverance and self-discipline. We encourage children to achieve personal excellence in all aspects of work and behaviour.

The school staff, alongside the Local Authority and School Governors, firmly believe that all pupils benefit from regular school attendance. We know that every day lost to education can have a serious impact on children's attainment and overall progress in school. As a staff we do all we can to encourage parents and carers to ensure that the children in our care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Key Objectives

We expect that all pupils will:

- attend school regularly.
- attend school punctually.
- attend school appropriately prepared for the school day.

We expect that all parents/carers will:

- encourage regular school attendance and be aware of their legal responsibilities.
- ensure that the child in their care arrives at school punctually, prepared for the school day.
- contact the school by 9.00am on the first day of their child's absence.
- discuss promptly with their child's class teacher or senior staff, any problems that deter their child from attending school.
- meet with the appropriate person (Headteacher and/or Inclusion Officer) to discuss persistent absence.
- not take holidays in term time.

We expect that the school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily.
- monitor every child's attendance using SIMS.
- contact parents as soon as possible when unexplained and/or prolonged absence occurs and obtain notes authorising the absence.
- encourage good attendance and punctuality.
- provide a welcoming and safe learning environment for children.
- meet with the schools' Inclusion Officer regularly to discuss any new concerns and report on the progress of existing cases.
- meet with the parents/carers of children whose attendance causes concern.
- refer irregular or unjustified patterns of attendance to the Inclusion Service.

Illness:

If a child is unable to attend school because they are ill, parents or carers should contact the relevant school on the first day of the absence by 9.15am, either in person or by telephone, and inform the school if the absence is likely to extend beyond a day.

Dental and Medical Appointments:

Whilst either school will grant requests for absence for dental and medical treatments during school time, parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day.

When appointments during school hours are unavoidable, the relevant school should be notified of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested in certain instances.

Pupils Leaving the Premises During the School Day:

Wherever possible, parents should try to arrange medical and other appointments outside school time. If this is unavoidable, parents or carers must report to the school office to sign the pupil out and inform the school when they will return.

Leave of Absence

No parent/carer can demand leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively. Permission for absence during term time is at the schools' discretion and will only be granted in exceptional circumstances.

If a family needs to request absence in term-time then a Request for Exceptional Leave of Absence (Appendix 1) should be obtained from the school office or downloaded from the website, completed and submitted to the Headteacher.

The Headteacher may consult with the Chair of Governors, the Inclusion Officer and other local schools (in cases where leave has also been requested for siblings) and will then decide whether or not to authorise the absence requested. Each request will be considered separately and a decision made, based on the reasons for each request.

The school holiday dates, and end of Key Stage Assessment dates are published well in advance and are available from the school offices and on the school websites. Family holidays need to be booked within the school holiday dates. Family holidays are not deemed exceptional circumstances. In line with the Government's amendments to the 2006 regulations, holidays during term time will **not** be authorised.

Responding to Non-Attendance

When a pupil does not attend school, we will respond in the following manner:

- on the first day of absence, if no note or telephone call is received from the parent/carer, the school will endeavour to contact them that day by 10.00am, via the school office.
- if there is no response or the absence remains unexplained or still a concern, the office will inform the School Leader and Headteacher and further investigation and action will be made accordingly.
- if there is persistent non-attendance, the Headteacher will keep records on CPOMS, of the contact with home during the period of absence and this will be discussed with the IO should a formal referral be made.
- if a child has persistent absence and meets the criteria for a Penalty Notice to be issued; or has been taken out of school without the relevant school's permission for 5 or more days; the school will liaise with the IO/LA to decide whether a Penalty Notice should be issued.
- failure to comply with the expectations set by the Inclusion Service may result in further action, an application for an Educational Supervision Order, or court prosecution.

Responding to Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level causes considerable damage to a child's educational prospects and we require parents/carers' fullest support and cooperation to tackle this. Persistent absence is monitored with the Inclusion Officer and the following actions taken:

- A green warning letter is sent when a child's attendance reaches 95%
- An amber warning letter is sent when a child's attendance reaches 90%
Parents will be invited to attend a meeting with the Headteacher.
- A red warning letter is sent if a child's attendance remains under 90% for two consecutive half terms. Parents/carers will be required to attend an attendance panel meeting.

Responding to Lateness

Lateness is actively discouraged, and regular lateness is unacceptable. When a pupil is late for school, they should enter the building via the front office so that they can be recorded as being present. Registers open at 8.45am and are taken promptly. Children will be recorded as being late if they arrive after 9.00am but before 9.30am, when the registers close. Any child arriving after 9.30am will be recorded as late after close of register (U coded) and this denotes an unauthorised absence. A monthly late report is compiled by the office staff and given to the Headteacher to analyse.

Persistent lateness will be monitored, and letters sent to parents to inform them of learning time lost. If lateness remains a problem and this lateness is after close of register a referral may be made to the Inclusion Service.

Changing School

If a family decides to send their child to a different school, it is important that they inform school staff as soon as possible. A pupil will not be removed from either school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next.
- the address of the new school.
- the new home address (if appropriate and known).

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Inclusion Service.



Newlands CofE School Federation



Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and we will consider legal action. You are advised not to make any arrangements until your request has been considered.

Section A: To the Headteacher:

I wish to apply for

Child's name _____ Child's Class _____

To be authorised as absent from school (please include dates and times):

from _____ to _____ - (inclusive dates)

if you child has siblings for whom you are also applying for a leave of absence please enter their name and school below:

Name(s) _____ School(s) _____

Section B: Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

Section C: I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1st September 2013) to prohibit the proprietor (Headteacher) 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.

Section D: For school use only.

Tick as appropriate:

- Request approved for _____ number of days from the dates and times
- A personal discussion with you is requested. Please contact the school office
- Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required)

