



## Leintwardine Endowed C.E. Primary School

# Attendance Policy

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the DfE

### Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

### Philosophy

At Leintwardine C of E Endowed Primary School we promote a culture in which children enjoy coming to school, and do not want to miss out. We are committed to providing a full and efficient education to all pupils and embrace the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education, to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to their lessons.

### Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise the occurrence of poor attendance and absenteeism
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

### Why Regular attendance is Important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution

## **Promoting regular attendance**

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and members of school staff.

## **Targets**

Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and Herefordshire attendance targets. At Leintwardine Primary School any child whose attendance falls below 96% is a cause for concern and their attendance will be reported as such. Regular information will be sent to parents and pupils informing them of attendance rates and related issues. Attendance is an important feature of Leintwardine Primary Schools priorities and is regularly reported to the Governing Body. Consistent and vigorous monitoring and evaluation procedures are in place.

## **The Registration System**

The School will use a computerised system (SIMS) for keeping the school attendance records. The national codes given in appendix 1 will be used to record attendance information. Registers by law must be kept for at least 3 years. In addition to maintaining admission and attendance registers, schools are required to inform the council of any additions and deletions to the school roll. This information helps the council to track children who are potentially missing from education and is an essential aspect of the council's and schools safeguarding duties. To facilitate these arrangements the school must record the following information:

- Date of admission: This is the planned date of admitting a child and will normally be completed ahead of the child attending school
- Date of first attendance: It may be a child has a planned admission but doesn't actually turn up
- Date of last attendance or authorised absence
- Date of removal from school roll
- Name and address of receiving school, elected home education or independent school

Registers are taken at the beginning of the morning session (9:00am) and the beginning of the afternoon session (13:15pm). Any child who is absent from school at the morning or afternoon registration period must have their absence recorded using the correct code (APPENDIX 1). Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

**Unauthorised absences** are those that the school does not consider reasonable and for which no "reason" has been given. These include:

- Parents keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.
- Unauthorised holiday during term time.

### **Lateness**

The school day starts at 9:00am and we expect your child to be in class at that time. The gates are locked promptly at 9:00. If your child is not in school by this time, you need to report to the office to be entered into the late book. This book is monitored by the Head. Your child can arrive at any time from 8:50am, when the gates open. Registers are marked at 9:00am and your child will receive a late mark if they are not in by that time. The L code will be used. After 9:20am the U code, an unauthorised absence, will be used. At 9:20am the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark (U) that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that, if the problem persists, you could face possibility of legal action. It is the teacher's responsibility to ensure that registers are kept accurately and up to date. In addition they should be aware of and bring attention to any emerging attendance concerns.

### **Absence**

If a pupil is unfit for school, parents are asked to contact the school on the each day of absence as early as possible before 9:20am. If a pupil is absent at morning registration and the school has not received an explanation by the close of registration our office staff will contact the parent/carer as a matter of concern. It is however the parents responsibility to contact school and provide a reason for absence. You may be asked to provide medical evidence to support the absences. In line with our safeguarding procedures, if we are not contacted we may visit your family home to establish that our pupils are safe and well.

**Absence notes** Notes received from parents explaining absence, should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

**A Welcome Back** At Leintwardine Primary School we promote positive staff attitudes to pupils returning after absence. It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Understanding types of Absence**

Every half-day absence from school has to be classified by the school (not by parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given, see page 2 for examples. This type of absence can lead to the Local Authority using sanctions and/or legal procedures. In cases where a pupil begins to develop a pattern of absences, or if children are reluctant to attend school the school will try to resolve the problem with the parents/carers. If this is unsuccessful the school will seek advice from the Legal Officer at the Local Authority. In cases where the problem appears to be a medical one the school may involve the school nurse.

### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. The Local Authority and DfE recognise this and schools are now asked to report figures for pupils whose attendance is less than 90% We monitor all absence thoroughly. Any case that has reached the Persistent Absentee mark or is at risk of moving towards that mark is given priority; attendance will be monitored and you will be informed of the school's concerns.

### **Ten Days Absence**

It is a requirement that any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a CME (Child Missing from Education) referral.

### **Procedures for removing children from role/new admissions**

When the school is notified that a child is to be taken off role the following procedures should be adhered to:

#### **Home education:**

1. Ensure the school has written confirmation from the parent/carer informing us of the intention to home educate.
2. The school should respond in writing to inform the parent/carer that the child's name has been removed from the school register. The school place should be kept open for 10 days.
3. The letter of withdrawal from school should be sent to the Elective Home Education Officer.
4. All pupil records should be kept by the school.

#### **Transferring to another school:**

**It is important that the new school is contacted (the next school day) to check that the new child has arrived.**

A transfer out form should be completed for each child. This form will record:

1. The date of the child's last day at Leintwardine Primary School.
2. Details of the new school.
3. Date the new school was contacted
4. Dates the UPRN, CTF and any other information relating to the child were sent.
5. Date the receipt of these files was confirmed by the new school.

Teachers should not assume that the Office has been notified of children leaving school and should always let office staff know if a child is planning to leave.

### **New admissions**

**It is important that the old school is contacted to check the leaving date.**

A transfer out form should be completed for each child. This form will record: A transfer out form should be completed for each child. This form will record:

1. The date arrival at Leintwardine Primary School.
2. Details of the previous school.
3. Date the new school was contacted
4. Dates the UPRN, CTF and any other information relating to the child were sent.
5. The CTF should be checked to ensure all attendance and Statutory assessment data has transferred correctly.

### **Absence Procedures**

If your child is absent you must:

- Contact the school as soon as possible on the first day of absence before 9:20am;
- Phone in on the day your child is expected to return, if your child is still unwell.
- Alternatively you can call into school and report to reception. In all cases you may be asked to provide medical evidence to support the absences.

In line with our safeguarding procedures if we are not contacted we may visit your family home to establish that our pupils are safe and well.

**If your child is absent we will:**

- Telephone on each day of absence if we have not heard from you **although it is your responsibility to phone the school;**
- Invite you in to discuss the situation with the head teacher if absences persist;
- Notify you in writing if we have concerns about your child's attendance.

Promoting attendance The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. A weekly newsletter keeps parents in touch with school events and helps to foster the sense of a community. House points are awarded to the house with the highest percentage each week in celebration assembly.

**Monitoring attendance**

Each half term children's attendance rates are examined. If there is a problem with a child's attendance, either falling below acceptable rates or showing a regular pattern of absence or punctuality, then parents are informed of the school's concerns. The attendance of these children is monitored and if no improvement is noted a further letter is sent, once again expressing concern and offering support. If attendance remains poor this may then lead to:

- the absence being recorded as unauthorised unless a note from the GP is provided. At this stage the school might request permission from the parent/guardian to contact the GP directly.
- a referral being made to the Education Legal Officer for further action.

**Attendance Target**

The school will set attendance targets each year

**Our school's target is 96% for the year.**

**APPENDIX 1 – CODES FOR ABSENCE**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>/</b>	Present (AM)	Present
<b>\</b>	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

## Leintwardine Endowed CE Primary School

Watling Street, Leintwardine, Craven Arms, Shropshire. SY7 0LL

Tel: 01547 540641

e-mail: [admin@leintwardine.hereford.sch.uk](mailto:admin@leintwardine.hereford.sch.uk)

Website: [www.leintwardineprimary.org](http://www.leintwardineprimary.org)

Headteacher (acting) : Mrs N Gorry

Dear Parents and Carers,

Absences from school impact on individual children but also on other children and the whole school. In line with Herefordshire policy Leintwardine Primary School charge for unauthorised absences from school. Fines are raised by the Local Authority and money is paid directly to them, it does not come to the school.

175 NON SCHOOL DAYS A YEAR		175 DAYS TO SPEND ON FAMILY TIME, VISITS, HOLIDAYS, SHOPPING, HOUSEHOLD JOBS AND OTHER APPOINTMENTS			
365 DAYS IN EACH SCHOOL YEAR	10 days absence	19 days absence	29 days absence Half a term missed	38 days absence	47 days absence
	190 SCHOOL DAYS IN EACH YEAR  190 days for your child's education	180 DAYS OF EDUCATION	171 DAYS OF EDUCATION	161 DAYS OF EDUCATION	152 DAYS OF EDUCATION
	100%	95%	90%	85%	80%
	<b>GOOD</b> Best chance of success	<b>WORRYING</b> Less chance of success		<b>SERIOUS CONCERN</b> Not fair on your child	
	Gets your child off to a flying start	Makes it harder to make progress		Even harder to make progress, possible court action.	

The Local Authority of Herefordshire state :-

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

- They are too ill to go in
- You have gained advance permission from the school

### Absence due to illness or medical appointments

If your child needs to have time off school because of illness or medical appointments, you should always contact the school and inform them on the first morning of illness and on the morning that they are due to return to school if they are not well enough to do so.

**Authorised Absence** – If you wish to apply to take your child out of school during term time, you need to ensure you follow the procedures explained in the school's attendance policy. You must complete the

form which can be found on the schools website in the 'parent' section or on page 11 of this policy. This must then be delivered to school 2 weeks before the planned absence.

Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The headteacher will determine if there are exceptional circumstances relating to your application and inform you whether your request for leave of absence has been granted.

**Unauthorised absence** – If you take your child out of school and the absence is not agreed by the headteacher, this will be recorded as unauthorised absence. If you do not ask for or get permission to take your child out of school and do so regardless, your child's absence will be recorded as unauthorised.

### **Penalties for unauthorised absence**

In Herefordshire, Environmental Health & Trading Standards Education Enforcement Team has responsibility for Penalty Notices on behalf of the Herefordshire Council.

A penalty will be raised by the Education Enforcement Team if :-

- Parents' continued failure to engage or respond to the school's attempts to contact them or where parents continually fail to provide an explanation for a pupil's absence in accordance with the school's procedures.
- Absence during term-time when the school has not authorised the absence and the child has missed at least 10 sessions (5 days) within a 10 week period.
- Persistent late arrival at school after the registers have closed.

### **Fines**

The Fixed Penalty Notice is £60 per parent per child which rises to £120 per parent per child if not paid within 21 days. There is no appeal against a Fixed Penalty Notice. Failure to pay a Fixed Penalty Notice may lead to legal proceedings under the Education Act 1996 section 444(1).

A 'parent' is defined in Section 576 of the Education Act 1996, as including all natural parents, including those who are not married; any person who has parental responsibility and any person who has care of a child.

Please refer to

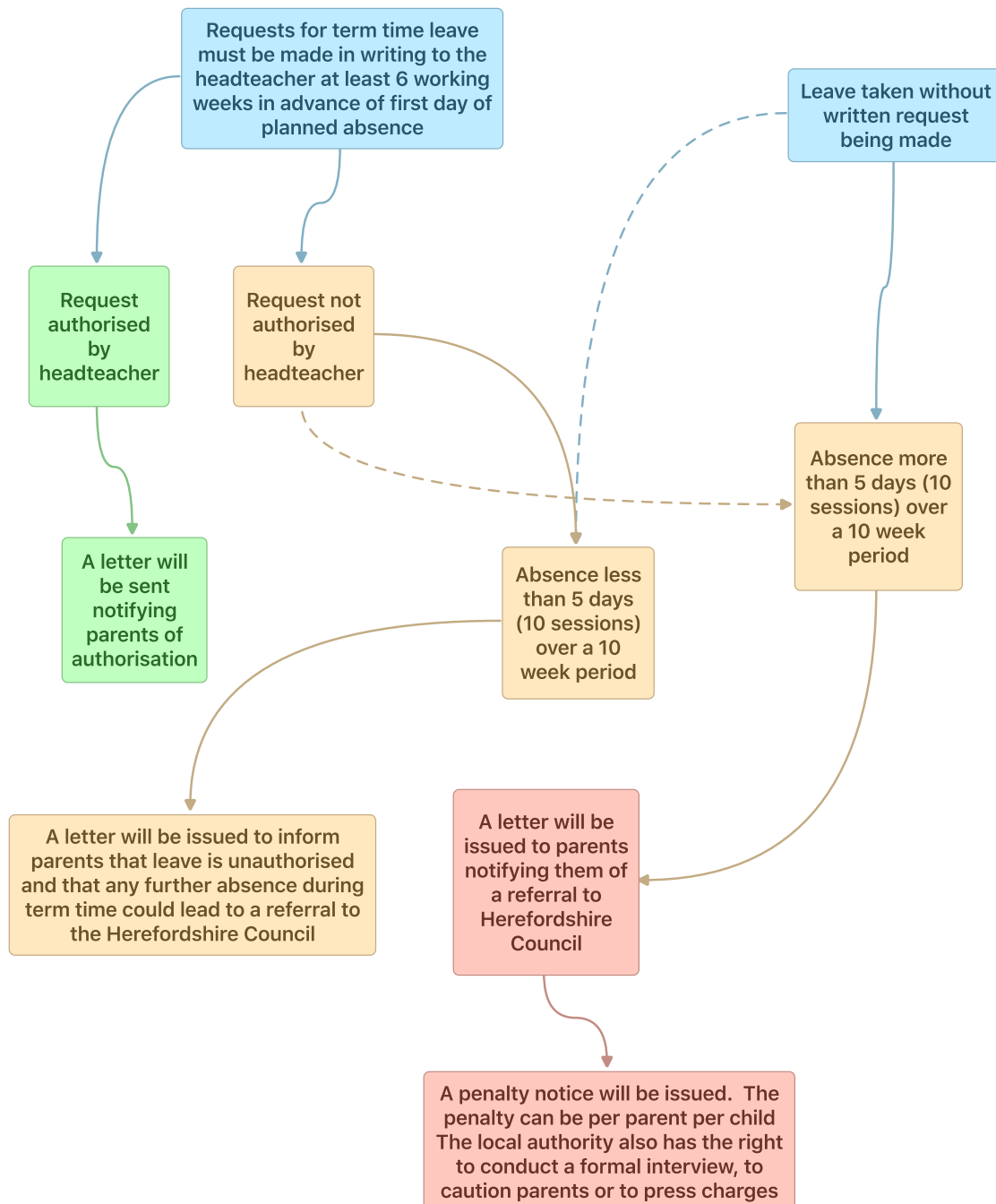
[https://www.herefordshire.gov.uk/info/200144/schools\\_and\\_education/270/school\\_attendance\\_and\\_absences](https://www.herefordshire.gov.uk/info/200144/schools_and_education/270/school_attendance_and_absences) for any additional information.

Kind Regards

Mrs N Gorry  
Headteacher



## Term Time Absence Flow Chart



### **APPENDIX 3 - THE LAW**

#### **The Education (Pupil Registration) (England) Regulations 2006**

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

#### **Term-time holiday**

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

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 headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

#### **The Education (Penalty Notices) (England) Regulations 2007**

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

**There are alternative legal proceedings available to the local authority if issuing a penalty notice is not appropriate.**



## Leintwardine Endowed CE Primary School

Watling Street, Leintwardine, Craven Arms, Shropshire. SY7 0LL

Tel: 01547 540641

e-mail: [admin@leintwardine.hereford.sch.uk](mailto:admin@leintwardine.hereford.sch.uk)

Website: [www.leintwardineprimary.org](http://www.leintwardineprimary.org)

*'Letting Our Light Shine'*

Head Teacher : Mrs N Gorry

Dear Mrs Gorry,

I am writing four weeks in advance to request leave of absence for my child / children ...

Name/s

For the following dates

I fully understand that, in line with government and the school's own Attendance Policy, it is likely that you will be unable to authorise this absence but would like to explain the reasons for requesting a term-time absence, which are as follows:

I will be able to provide evidence for this if requested.

I know that the expectation is that my child/children has/have a good attendance record of 96% or above.

I understand that the school may have to refer holiday absences to the Local Authority as per the Attendance Policy.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

