



Attendance Policy

	Name	Signature	Date
Headteacher's Approval	Charley Oldham		June 2020
Chair of Governors' Approval	Alison Barrett		June 2020
Committee Chair Approval	Piyus Tanna		June 2020
Recommended Review Date:	June 2021 (Annually)		

Version Number

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

Version	Date	Description of Change	Changed By
1	December 2014	Written and implemented	CS



Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

At Cogenhoe Primary School we are committed to working with parents and other professionals to ensure that every child attends school regularly. We believe that this is important, because regular attendance means...

- Pupils have a greater understanding of the daily learning, because they do not miss key objectives
- That pupils are able to secure better results when they access the curriculum fully
- Children are able to build and sustain friendships
- Have a good self-esteem they are positive and confident
- They have a strong work ethic, which will in turn support them in their future work endeavours.

It is clear that good attendance and arriving to school on time has a positive impact on a child's academic and social well-being. In recognition of this, we collaborate with families to ensure all pupils have excellent attendance levels of 95%, as we recognise that pupils whose attendance drops to 90% each year will find it a challenge to meet age related learning expectations.

From the first of September 2013, the DFE implemented new regulations in relation to attendance. These state that...

- *“Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances”*
- *“Parents can be fined a fixed penalty notice for taking their child/children out of school during term time without consent from the school”*
- From the 1st September 2013, the fine will be £60 per adult for each child if paid within 21 days, rising to £120 within 28 days.

‘Amendments to School Attendance Regulations,’ DFE April 2013

In line with these regulations, it is vital that stakeholders are aware of the following definitions.

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones to explain their absence.
- However, only the school can make an absence authorised; parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.
- Authorised absence will also be given for children who require specialist medical appointments or for pupils who require days for religious observance.

Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school, even with the support of a parent. Holidays or leaving school early to participate in an event during term time will not be registered as authorised. In addition, parents should arrange routine medical, dental and optical appointments after the school day or during the school holidays.

At Cogenhoe Primary School, we recognise that all stakeholders have a role in securing a child's attendance.

Parents & Carers

Parents and carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness.
- Contacting the school office on the first morning of absence by phone
- Informing the school in advance of any medical appointments in school time (please note these may not be granted as authorised if routine).
- Following school protocol with regards to absence during term time, as outlined below in procedures section.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Headteacher where there are concerns
- Providing background information to support referrals
- Monitoring attendance when there is an issue
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance issues at consultation evenings where necessary when directed by the Headteacher.

Headteacher

The Headteacher is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to Educational Entitlement (Northamptonshire County Council) when necessary, providing reports and background information where necessary.
- Alerting Social Services if there are any concerns surrounding an absent child where there are safeguarding issues.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration staff

Administration staff are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Contacting parents of absent children where no contact has been made on the first day and inform the Headteacher if a child's family cannot be contacted.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher
- Sending out standard letters regarding attendance

Procedures

Absence & Late marks

School is open from 8:45am each morning. The register is taken at 8:55am and therefore any child not present for the register is marked as absent.

Children who are not at school for 8:55am need to enter school via the office where they will be marked as late.

Absence in term time

Absence Request forms will be kept in the office forms and parents need to return these to the office at least five working days in advance.

Monitoring of Attendance Levels

- The attendance levels will be monitored regularly by the administration staff; however on a termly basis all children's attendance will be considered by the Headteacher. When a child's attendance falls below 95%, the Headteacher will send a letter to parents (see appendix 1). The letter invites parents to discuss their child's absence with the Headteacher, so that the school and family can work in collaboration to improve the situation.
- The child's attendance will then be monitored by the Headteacher and documentation will be kept in the Behaviour & Safety file located in the Headteacher's office. Once a child's attendance shows improvement over a term, it will continue to be monitored to ensure the improvement is sustained.
- Levels of attendance will be reported in the termly Headteachers report to Governors and also in the CFC committee, which will then feed into full Governors meetings.

End of document