



THE TARKA FEDERATION

Attendance Policy

Rationale

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of a child being away from school it is essential that the parent inform the school of the reason for absence.

- The Education Act 1996 requires parents and carers to ensure their child receives efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the School's Governing Board, Local Authority (LA), and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on a child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved. There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- Pupils are expected to attend school for the entire duration of the academic year. Unless there is an exceptional reason for the absence:
 - Authorised Absence may only be granted in exceptional circumstances.
 - Unauthorised Absence is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.
- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised.
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Governing Board and the Local Authority.

Aims of the policy

To promote regular attendance thus offering all pupils equal access to learning.

School responsibilities

- To communicate clearly the attendance procedure and expectations of the school;
- maintain appropriate attendance data;
- have appropriate registration processes in place;



- to follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence phone call;
- to have systematic and consistent daily records which chart absence and lateness;
- to report to the EWO (Educational Welfare Officer) and support their work with pupils as necessary;
- to consistently administer the attendance procedure;
- to ensure that registers are taken twice daily: at the start of the morning and afternoon sessions;
- to promote good attendance.

Parent responsibilities (See Appendix 1)

- To have children in class ready for teaching by the start of the day at 9:00am;
- to inform school on every day of any absence;
- to request an absence from school in exceptional circumstances parents must complete the 'Absence request form (exceptional circumstances only)', giving the reason for the request;
- to work with the school and EWO to improve lateness and attendance;
- to avoid medical and dental appointments during the school day.

The process for monitoring attendance

The school Attendance Officer and Parent Support Advisor will have regular communication with the Headteacher. Where issues persist the following will be initiated:

Stage 1: Where there are concerns about attendance and punctuality the school will make verbal contact with home.

Stage 2: If the concerns persist the school will write to the parents/carers.

Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer, school representative and the EWO.

Stage 4: If the concerns persist the school will make a formal referral to the Local Authority Educational Welfare Service to deal with the on-going issues.

Absences during term time (See the Flowchart Appendix 1 for further details)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor 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. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.



If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

- Applications for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Absence request form (exceptional circumstances only)'. These may be obtained from the school office.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

Lateness

Punctuality is an important life skill. It is also polite.

- Children must be in class by 9:00am each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have closed. The school doors will be locked at 9:00am. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book.
- Lateness will be monitored and the E.W.O. (Education Welfare Officer) will follow this up.
- If the arrival at school is after the registers have closed, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be contacted by the Headteacher.

Promoting good attendance

We celebrate good attendance throughout our School by awarding individual certificates to individual children as follows:

- Each half term a class trophy will be presented to the class with the best attendance
- At the end of each term children with 97% and above attendance will be issued with an excellent attendance certificate (except for children with any unauthorised absence or late attendance).
- At the end of the academic year, children with 100% attendance will be rewarded with a gold certificate and a £5 book token.

In exceptional circumstances the Local Authority reserves the right to:

- Issue a Penalty Notice for a first offence;
- Issue a Penalty Notice without warning.



Governors

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools.

Signed _____ Date _____

Chair of Full Governing Board

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| Approving Committee: | Full Governing Board |
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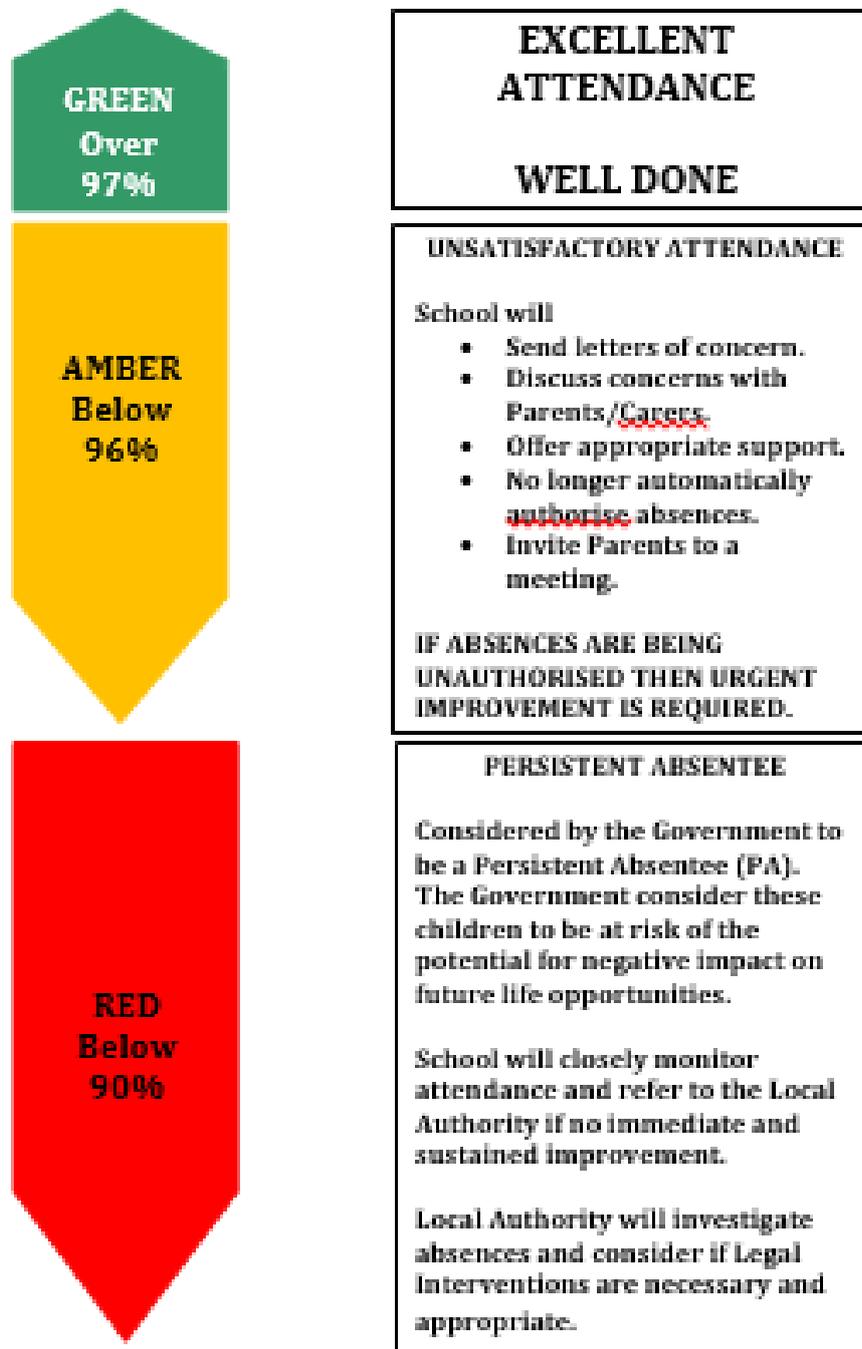
Version History

| Version | Date Issued | Brief Summary of Change | Owner's Name |
|----------------|--------------------|---------------------------------|---------------------|
| 0.1 | | Initial document for discussion | |
| 1.0 | 04.05.2017 | Agreed document | Zoe Batten |



Appendix 1

Encouraging Good Attendance at The Tarka Federation



The Tarka Federation will only authorise Term Time absence with evidence of 'exceptional circumstances'. All unauthorised term time absences are required to be referred to the Local Authority for the consideration of Parental Responsibility Measures (Penalty Notices/Court Summons).