

Attendance Policy

Charlton Manor Primary School



Approved by: Governing Body

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1. Aims

Charlton Manor School places a high priority on good attendance and punctuality. We are committed to meeting our obligations with regards to school attendance by:

Promoting good attendance and reducing absence

- The Classes with the highest attendance each week in F2/ KS1 and KS2 are presented with a certificate and trophy. The winners are then displayed on our attendance board in the foyer.
- There are prizes at the end of each term for every child with 100% attendance, these are presented during assembly.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Maintain a good attendance rate above 96%.
- Monitor poor attendance and take appropriate measures to improve attendance and lateness.
- Acting early to address patterns of absence by following the Fast Track approach to tackle poor attendance. This includes meeting with parents/carers and relevant agency members to identify and address the reasons for absence and to work together to improve attendance.
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Roles and responsibilities

The Governing Board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.

Class Teachers

Are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via the class register. Class teachers promote good attendance with their class and pass on any concerns to the school office for follow up.

The Attendance Officer

The school attendance officer:

- Calls parents/carers by phone on the first day of an unexplained absence.
- Monitors the attendance and punctuality of children from Nursery through to Year 6.
- Conducts a home visit on the third day of an unexplained absence as part of safeguarding procedures.
- Writes to all parents/carers of children with less than 96% attendance.
- Arranges calls and meetings with parents/carers to discuss attendance issues and lateness.
- Monitors attendance data across the school and at an individual pupil level.
- Reports concerns about attendance to the Headteacher or DSL.
- Works with the school based inclusion team and education welfare officers to tackle persistent absence.
- Following the borough's guidance will refer persistent absentees to the borough which may lead to further action or prosecution.

Parents/Carers

Parent/carers are expected to:

- Inform school on the first day of your child's absence, giving a reason for the absence. Update school by telephone/email or letter when there is likely to be a prolonged period of absence.
- Provide medical evidence to support your child's absence when appropriate or when school has requested this information. Accepted evidence: prescription medicine, doctor/hospital appointment or letter.
- Arrange medical and other appointments after school or in the school holiday. If these options are unavailable please try to get an afternoon appointment (after 1.30pm) as your child will then be present to take part in the Maths and English lessons which are generally taught in the morning.
- Arrange holidays, travel and family visits during school holidays only, these absences cannot be authorised. A 'G' code will be used on the register for this type of absence which indicates an 'unauthorised holiday' whether the travel was for holiday or other purpose.

3. Lateness and punctuality

- All children are expected to arrive at school or be in their class line 5 minutes before the start of their school day.
- Children arriving late to school will need to go through the school office in order to receive their attendance mark. An 'L' code will be used on the register indicating lateness.
- If a child arrives more than 30 minutes late to school a 'U' code will be used on the register which will impact on a child's level of attendance as well as punctuality record.
- If a child is persistently late for school parents/carers will be invited to attend a lateness review meeting with the Attendance Officer.

4. Authorised and unauthorised absence

Authorised Absences, Exceptional Circumstances

The headteacher will only grant a leave of absence to pupils during term time if they consider it to be an 'exceptional circumstance'. A leave of absence is granted at the headteacher's discretion, taking into account the particular circumstances and overall attendance levels. Supporting evidence showing the date/time of the event would need to be presented when making the request.

Examples of reasons that may be considered as exceptional circumstances are:

- Musical, Dance, Educational or sporting competitions/exams.
- Family wedding
- Family funeral

Religious celebrations

School will authorise one day of absence for a religious reason. Parents/carers are asked to contact school in writing prior to the event to request the day of absence.

Medical reasons

Absences due to illness, medical appointments or ongoing medical treatment such as physio will be authorised when supported by evidence. Accepted medical evidence include: doctor/hospital letter or prescribed medicine.

Unauthorised Absences

School follows the borough's guidelines regarding attendance and acceptable reasons for absences.

School will not authorise:

- Term time holidays, travel or family visits or family days out.
- More than one day for a religious event or celebration.
- Waiting at home for a delivery or engineer to call.
- Oversleeping.
- Non-emergency doctor or other medical appointment that could have waited until after school or during school holidays.
- No explanation of absence reported to school.

5. Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within an academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.