

Autumn

2019



Attendance Policy

Owner A.Edwards

Signed..... Governor/Headteacher Date.....

3 Year Review Date Autumn 2022

Whirley Primary School

Attendance Policy

Aims:

- To be open and welcoming to children and parents and work in partnership with them and the wider community.
- To recognise and provide for the needs of each child, encouraging them to achieve their maximum potential by providing challenging learning experiences.
- To foster a love of learning and develop an enquiring mind.
- To contribute to a child's spiritual, emotional, social, moral and physical development.
- To develop positive approaches and attitudes to the diverse needs of others and enable children to become responsible and active members of our multi-cultural society.

1. ATTENDANCE

Attendance is a partnership between parents and school. Parents are responsible for ensuring that children attend and stay at school and it is the responsibility of the school to support attendance and to take seriously problems which may lead to non-attendance.

Children who achieve 100% attendance* in a year will be awarded with a certificate to celebrate this.

*(no absences for any reason)

2. AUTHORISED ABSENCE

If a child is absent for any reason we expect parents to contact the school on the first day of absence before 9.30am and then provide further information if the absence is likely to be of a lengthy period. This notification of absence could be by telephone call or by parental note delivered by a family member or neighbour. If possible an expected date of return should be given. Upon a child's return a note explaining the reason for the absence should be sent into school.

For examples of absences, which can be classified as authorised, see Appendix A

3. UNAUTHORISED ABSENCE

Any absence not covered by a telephone call, parental note or grant of leave of absence will be regarded as 'unauthorised'. When no explanation of an absence is forthcoming on the first day of absence, in order to ensure all children are safe, the parents concerned will be contacted as soon as possible by the school secretary following her daily check of the registers at approximately 9.30 a.m.

When a pattern of such absences is seen to be developing, notification will be sent to the parents concerned stating that:

- a series of unauthorised absences has been noted
- the absences will be recorded in your child's report
- the school welfare officer will be informed should the situation fails to improve

N.B. Unauthorised absence is reported to the DCSF, and in the prospectus. School takes any unauthorised absence very seriously.

Holidays in Term Time

Headteachers do not have the right to grant leave of absence for holidays in term time unless there are exceptional circumstances. The Regulations which came in force on 1st September 2013 give parents no entitlement to take a child out of school for a holiday in term time. Requests must be made in writing a minimum of 14 days before the date of the proposed absence. The reason for the request must clearly state why it is **essential** that the absence is taken during term-time rather than during school holidays. The Government recommends that such requests are not met unless **extremely exceptional** circumstances apply. Schools can now make the decision to ask the LA to issue a Fixed Penalty Notice to those parents who take their children on an unauthorised leave of absence (holiday) in term time. The LA will also issue a Fixed penalty Notice for unauthorised absences. Failure to make payment will result in the LA taking legal action for failure to ensure regular attendance at school under Section 444 (1) of the Education Act 1996. (See Appendix C)

Form for application for term time leave of absence see Appendix B

Persistent Absence

From September 1st 2015 the government has reduced the persistent absence threshold from 15 % to 10 % of school sessions.

The current persistent absence threshold, of 15 %, means a pupil has to be absent for 56 sessions (28 days) of school to be classified as persistently absent. This is a great deal of schooling to miss and, in the government's opinion, setting the bar too high in this respect. The new persistent absence threshold will be set at 10% 38 sessions (19 days).

4. PUNCTUALITY and LATENESS

Lateness is actively discouraged at Whirley Primary School. The first session of the day often involves introducing and explaining tasks to be completed and if this is missed, the child's whole morning's schooling could be affected. A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of other children in the class.

It is expected that children arrive on time for the two sessions each day. To prevent crowding in the cloakrooms the doors are opened at 8.55am for Reception Class and Years 5 and 6. The other classes line up and enter at 9.00am. Registration is at 9.05 am, this closes at 9.20am. Children arriving after 9.10 and before 9.20 will be marked as L (Late). Arrivals after 9.20am will be marked as U. Afternoon registration opens at 1.05 pm and closes at 1.25pm. The doors are closed and locked after the last child in the line has entered.

When a child does arrive late and/or misses registration, they must enter by the main entrance and his or her presence on site must be noted in the Late Book kept by the school office. This will be recorded as Late in the Register unless this is unavoidable due to doctor/dentist appointments or other acceptable reason.

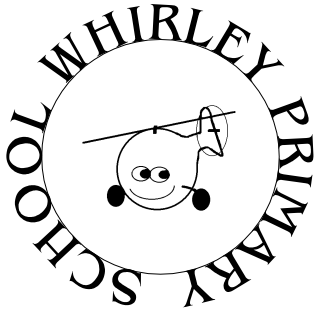
5. EDUCATION WELFARE

When a child is frequently late or unauthorised absence is not satisfactorily explained and no improvement has been seen following a letter home from the Headteacher, the Education Welfare Officer will be informed and asked to take the appropriate steps to ensure attendance.

Attendance Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised Absence	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration (attending other estab.)	Approved Educational Activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical / Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence Unauthorised Abs (not covered by other code)	Unauthorised Absence	Out for whole session
O	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session

V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	DfES #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Do not use	Authorised Absence	Out for whole session
!	DfES X: Non-compulsory school age absence	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DfES Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session



WHIRLEY PRIMARY SCHOOL

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Headteacher: Amanda Edwards BA(Hons) PGCE
MaST

SAFE, HAPPY, LEARNING.

Parent's / Carer's Request for Leave of Absence*

* Please note that the DfE have changed their rules and from 1st September 2013 parents do not have any entitlement to take their children on holiday in term time.

I wish to apply for permission for _____

In Class _____ to be absent from school for the reason stated below:**

Evidence attached Yes/No (please delete)

** There are very few reasons why requests can be agreed to and we will need to be provided with evidence if we are to do so. Requests must be made in advance of arrangements being made.

The dates requested are from: _____
to: _____

(Both dates inclusive)

Signature: _____

Address: _____

Telephone: _____

Parents who take children out of school without permission can be reported to the Local Authority who have the power to impose a fine for doing so. Please do not shoot the messenger and put us in a position where we have to refuse!

Appendix C

[To parent of child]

[Date]

Dear

Re:
PENALTY NOTICE

DOB:

Despite my letter(s) dated _____ advising you that your request for permission for _____ to take__ days holiday during term time would not been granted, it has come to my attention that the holiday was taken an his/her attendance was unauthorised absence.

I am, therefore, writing to inform you that I have completed a Penalty Notice Request form and sent it to the Local Education Authority today. You will be hearing from the Authority in due course regarding this matter.

May I take this opportunity to remind you that punctuality and regular attendance at school is not only a legal requirement but that it is also very important to _____'s education.

Yours sincerely

[Name]
Headteacher

**INCLUSION & SCHOOL IMPROVEMENT SERVICE EDUCATION WELFARE SERVICE
UNAUTHORISED HOLIDAY PENALTY NOTICE REQUEST**

Registered pupil at:School

Pupil Details:

Name:MALE/FEMALE D.O.B.
Address:
.....
..... Postcode:
.....
Telephone No: Mobile No:

Parent/Carer (please delete one)

Name:
Address (if different from above):
.....
..... Postcode:
.....
Telephone No: Mobile No:
Name:
Address (if different from above):
.....
..... Postcode:
.....
Telephone No: Mobile No:

Dates of Absence

The above named pupil was absent from school on the following dates:

.....
.....
.....

and this absence is recorded in the school register as unauthorised. (Please attach a registration certificate showing the period.)

Declaration

I am the Headteacher/Acting Headteacher of the school named. I hereby certify that the information given in this form is true to the best of my knowledge and that the allocated School Education Welfare Officer is in agreement with this request. The information has been extracted from the school's register of attendance which can be made available to confirm it is an accurate record.

Dated this day of200

Signature

Name (printed)