



West View Primary School

Absence Management of Pupils

Updated:	May 2017
Approved by Governors :	July 2017
Next Review Date:	May 2020

Statement

West View Primary School is committed to the provision of effective education for the children in our care. We believe that this cannot be accomplished without regular attendance. The school will therefore do all it can to ensure that pupils achieve the maximum possible attendance and any problems which impede full attendance are addressed as soon as possible.

Within an academic year, children and families have 175 days off school to spend time together, including weekends and school holidays. Therefore, Governors have revised this policy and the decision to authorise a pupil's absence is wholly at the head teacher's discretion based on their assessment and merit of each individual request.

This policy has been written using DFE Guidance on School Attendance (November 2016) with the over-arching aims 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 and punctuality

School Attendance - The Statutory Framework

Education Act 1944 -Establishes the duty of parents to ensure regular attendance of pupils.

The Education (Pupil Registration) (England) (amendment) Regulations 2013, which came into force on 1 September 2013 removed all references to 'family holidays' and 'extended leave' as well as the 'notional threshold of ten school days'. The 2013 amendments state that head teachers may not grant any leave of absence during term-time unless 'exceptional circumstances' prevail.

Education Act 1996 places legal obligation on the Local Authority to provide education suitable to a child's age, aptitude and ability and to any special educational needs that they may have, also Section 444 states that 'The parent of the child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law'

Education Act 2002 (Section 53) enables an overall absence target to be set, covering authorised and unauthorised absence, supporting school improvement and raising community awareness of the issue (September 2003)

The Anti-Social Behaviour Act 2003 made provision for Penalty Notices (section 23(1)) to be issued in certain cases of unauthorised absence. The Penalty (fine) will require the parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay £60 if paid within 21 days or £120 if paid within 22 and 28 days.

Expectations

1. From the children

- They will attend school regularly
- They will arrive punctually each day
- They will inform the teacher of any problems which may affect their attendance at school

2. From the Parents

- They will encourage their child to attend school
- They will ensure that school is contacted if their child is unable to attend
- They will endeavour to ensure their child arrives at school punctually each day
- They will contact school with any problems or concerns which may affect their child's attendance at school.

Our commitment to parents and children

- There will be regular and accurate recording of attendance
- There will be early contact with parents when a child fails to attend school without a valid reason being supplied. There will be immediate and confidential action on any problem which has been notified
- Steps will be taken to encourage good attendance
- A relevant and effective curriculum will be provided

Encouraging Attendance and Punctuality

Children will be rewarded weekly for attendance on a class basis with the highest attending class receiving the Busy Bee trophy and a small reward.

Any class with 100% attendance in a week will receive the 'Treasure chest' to choose a reward or £10 to purchase a reward for their class.

Children will be rewarded at the end of each term for 100% attendance. Rewards will also be given for a significant improvement in attendance.

For any children who are persistently late, school will contact parents to put action plans in place to look at improving punctuality. Rewards will be given for a significant improvement in punctuality.

Response to non-attendance

- Parents will be informed on their initial home visit of our expectations, their obligations and procedures to be followed by themselves and by the school when their child fails to attend
- Teachers will inform our Social Inclusion Manager or Inclusion Assistant of any concerns they have about children in their class
- First day contact will be made if a child is absent and no reason given
- The Head Teacher and Social Inclusion Manager will meet half termly to monitor attendance
- The Social Inclusion Manager and Inclusion Assistant will contact parents and liaise with the authority's attendance officer regularly

Attendance Management procedures

The school class doors open before the bell at 8.45 and will close at 9.00 am. Pupils who arrive after this time will be met by a member of staff who will ask the adult to explain the lateness. If an adult is not with the child, a First Day Response phone call will be made to find out why the child was late.

There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon sessions, pupils are marked present or absent. The Education (Pupils Attendance Record) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised.

Both staff and pupils should see the taking of registers as an integral part of the school day, as was indeed intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers.

Persistent unauthorised absence caused by lateness after the close of registration will result in children's attendance falling. If pupil attendance falls to 90% the Social Inclusion Manager will arrange a meeting with the family to implement a plan to improve attendance. At half termly meetings, the School Attendance Officer and Social Inclusion manager will complete a register check to monitor and review all children where attendance is 90% or below. Where necessary a plan to improve attendance will be implemented. Failure to comply with the attendance plan will result in the Local Authority issuing a fine.

Holidays in school term time

The guidelines to allowing holidays during the school term have been revised by the Governing Body.

Pupils may apply for ONE holiday when, **in exceptional circumstances**, parents are unable to secure a holiday in the normal school holidays. Exceptional circumstances may include:

- Service Personnel
- Restrictions on time of leave from employer
- Crisis where the family need to spend time together

Approval must be gained before the holiday because it will not be granted retrospectively.

If a holiday is not authorised and the pupil is absent on the dates of the holiday then the Local Authority will issue a fine. Failure to pay the fine could end in prosecution.

Review Date: May 2020

APPENDIX 1
APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM
SCHOOL FOR PARENTAL HOLIDAY

A Head teacher can only authorise holidays in exceptional circumstances.

Full name of child(ren)
Address
Reason for application and dates
Signature of parent(s)/carer(s).....
Date

Office use only	
Request seen by Head Teacher - Y/N	
Agreement reached - Y/N	Current Att % <input type="checkbox"/>
Other outcome	Date //

The head teacher will consider the following points before authorising leave

1. Is the reason for the request exceptional circumstances e.g.
Service Personnel
Restrictions on time of leave from employer
Crisis where the family need to spend time together
2. The child's previous attendance history.
3. Holiday requests within the current academic year.

Appendix 2

West View Primary School

Dear

Thank you for your recent holiday request form.

I am able to confirm that on this occasion I am able to authorise your child's leave of absence from _____, for the purpose of a family holiday.

Requests for holiday leave are never taken lightly and in taking this decision I have considered _____, the reason for the request, overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests.

Please contact me to discuss a possible study pack or project outline that _____ can complete whilst away.

Yours sincerely,

C.L. Haylock

MRS C HAYLOCK
Headteacher

Appendix 3

West View Primary School

Dear

Thank you for your recent holiday request form.

On this occasion I am not able to authorise your child's leave of absence from _____, for the purpose of a family holiday.

I have no wish to deprive families of a well earned family holiday but my first concern has to be the educational development of _____. Requests for holiday leave are never taken lightly and in taking this decision I have considered _____, the reason for the request, overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests.

If you decide to go ahead with your proposed holiday, _____ absences will be marked as unauthorised. I should inform you that unauthorised absences will be referred to the Local Authority who may under certain circumstance consider issuing you with a Penalty Notice or other legal action in relation to unauthorised absences.

If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely,



MRS C HAYLOCK
Headteacher

Appendix 4

West View Primary School

Dear

Further to our meeting on *date*.

I am able to confirm that on this occasion I am able to authorise your child's extended leave of absence from *date* to *date*.

Requests for extended holiday leave are only ever granted in exceptional circumstances.
Outline reason for authorisation.

Please contact me to discuss a possible study pack or project outline that *child's name* can complete whilst away.

I look forward to *name of pupil* returning on *date* and hope that *name of pupil* finds it an interesting and stimulating experience.

I must remind you that if *name of pupil* does not return to school within ten school days of the agreed date, without reasonable cause, *name of pupil* may be removed from the school roll.

Yours sincerely,
Headteacher