

# Hampton Lucy C of E Primary School and Nursery

## Attendance Policy

We regard the child's time at school as a partnership between school, home and child, and we hope to have the support of parents and carers in ensuring that their children make the most of their time here and attend regularly.

The responsibility for regular attendance is shared between parents, the local authority and the school. Parents and Carers who fail to ensure that their children attend school regularly are liable to prosecution. Schools must monitor attendance by keeping a register on which a child is marked present or absent. These registers must be marked at the beginning of each session, i.e. morning and afternoon. The register must also show whether or not an absence is authorised or unauthorised.

### **Aims**

- To maintain the overall high percentage of pupils attending school.
- To ensure that attendance and punctuality are priorities for those associated with the school including pupils, parents, staff and governors.
- To have a systematic approach to monitoring attendance data.

### **Policy Statement**

The school has a legal duty to take all necessary steps to monitor attendance. The staff have responsibility for confirming reasons for absence and sharing this information with all relevant people. The Headteacher has a duty to contact the Educational Social Worker if there are concerns over a child's attendance at school.

Parents and Carers have a legal obligation to ensure that their children attend school on every day that it is open unless he/she is unwell or has a medical appointment. There is no entitlement to be absent from school.

### **Recording Attendance**

Teachers have a legal responsibility to mark accurately the registers at the beginning of each session (8.45am and 1.15 pm).

Children are recorded as present or absent or coded in line with Local Authority guidelines. Registers are taken to the School Business Manager as soon as they have been marked.

Any changes to the register should be clearly distinguishable. Any absences which remain unexplained will be followed up by letters or a home visit by the Education Welfare Officer.

Parents and Carers are requested to inform the school of the reason for a child's absence as soon as possible by telephone. If no message regarding the reason for absence has been received, then the School Business Manager will then try to make contact with the parents to find out the reason for the absence as close to the close of registers as possible.

### **Monitoring Absence**

The Headteacher will review attendance percentages at the end of every month. An attendance of less than 90% will result in the offer of a meeting with parents to discuss ways to improve attendance for the relevant pupil(s). The Attendance Compliance and Enforcement (ACE) framework for action linked to attendance rates will be adhered to by the Headteacher.

The Headteacher will report percentage attendance on a termly and annual basis to the Governing Body to be reviewed by the performance and standards committee.

An attendance report will be included with each child's end of year academic report. This will clearly state authorised and unauthorised absences and an attendance rate expressed as a percentage.

### **Holidays in Term Time**

#### Leave of Absence

The Government issued new regulations in September 2013 regarding leave of absence; The Education (Pupil Regulations)(England) Regulations 2006 as amended by Education (Pupil Regulations)(England) Regulations 2013.

Under these new regulations the following guidelines apply:

- Headteachers **shall not** grant **any** leave of absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents and Carers do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.
- Headteachers will determine how many school days a child may be absent from school if leave is granted.
- Applications for leave of absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for leave of absence which are made in advance and refused will result in the absence being unauthorised which may lead to legal action against the parent or carer in the form of a Fixed Penalty Notice, if the child is then absent from school during the requested period of time.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's legal Services to consider instigating criminal prosecution under S444 of Education Act 1996.

Requests by parents and carers to take children on holiday during term time should be made in writing to the Headteacher, attached to a green holiday form available from the school office.

Each application for Leave of Absence will be considered on a case by case basis and on its own merits.

This policy will be reviewed after any changes to the legal framework or any changes to procedure within school, and every 3 years as a minimum.

The Policy was reviewed by:  
Policy and Standards Committee on 21<sup>st</sup>  
September 2023

Next review date: September 2024