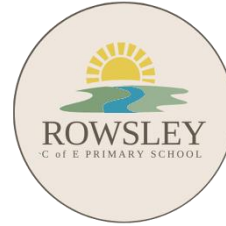




**Peak Tor Federation**  
**Rowsley C of E  
Primary School  
&  
Stanton-in-Peak  
C of E Primary  
School**



# Attendance Policy

Policy written: July 2024

Date of approval by Governors:

Current Subject Leader: Executive Headteacher

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11.12.24	FGB.11.12.24.16.3
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# Attendance Policy

## Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

Peak Tor Federation recognises that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. We believe that positive behaviour and good attendance are central to raising standards and pupil attainment.

As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

## Aims

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy is to be used in conjunction with the school's behaviour and complaint policy.

# Definitions

## Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

*Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.*

## Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

# Procedures

Our school will undertake to follow the following procedures to support good attendance:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on how their child's attendance by means of the annual school report.
- Contact parents/carers should their child's attendance fall below 95%
- Include information about attendance on our school website

# Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

- School Business Officer – often the first point of contact for reporting absences or lateness, the SBO is responsible for effectively recording details of the absence, and contacting parents by phone if a child is absent without explanation.
- Class Teacher – teachers are responsible for accurately marking the register, and monitoring the impact of poor attendance on progress and attainment.

- Headteacher – Headteachers are responsible for intervening in unacceptable levels of absence, and for adhering to legislation when approving or not approving requests for leave.
- Family Support Worker – FSWs are responsible for supporting families to overcome barriers to good attendance.

## **Parents/Carers**

- Parents should notify the school if a student is absent. This includes ringing the school office each day a student will be off ill, unless an indication of how long they're expected to be off has been given.
- It is a parent/carers' legal obligation to ensure their child attends school.
- If parents are struggling to bring their child into school, they should speak to their class teacher or Headteacher, who can help offer support.
- Standard letters are sent out every term for students whose attendance falls below 90%.
- Attendance panel meetings will be held every term for students with an attendance of below 85% and the child's parent/carer will be asked to attend.

## **Registration**

Children are expected to be in school on time this gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start.

Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session.

All attendance records are documented using Integris. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule

## **Lateness**

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who arrives up to 15 minutes after the start of school will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school more than 15 minutes after school has started will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage, and can be used to calculate absence thresholds for legal decision making.

## Absences

- Parents must contact the school office on the first morning of any absence before 9 am. The SBO will contact parents if we haven't heard from them.
- Pupils arriving late will need to be "signed in" in the school office.
- School will monitor attendance and punctuality. If attendance falls below 90% and if a child is repeatedly late a letter will be sent by the Head Teacher.
- If poor attendance continues, or measures have not been taken to improve the situation, parents may be asked to attend an attendance panel held in school.

## First Day Contact

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone.

## Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a 'Request for Term Time Absence' form available from the school office and handed in as soon as possible before the first date of the requested absence. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

## Addressing Attendance Concerns

The school expects attendance of at least 96%.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon

parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action.

## **National framework for penalty notices**

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.