



## **ATTENDANCE POLICY**

<b>Status of Policy</b>	<b>Date</b>
Policy Reviewed	Summer 2017
Agreed by Staff	Summer 2017
Agreed by Governors	Summer 2017
Next Review	Summer 2019



## Attendance Policy

### As an Academy we aim to:

- Maintain an attendance rate of a *minimum* of 95%. With a target of at least 96%
- Maintain parents' and pupils' awareness of the importance of regular attendance.

### Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

### As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Arranging for children to take holidays during designated school closure times.
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

### We shall:

- Follow up unexplained absences by phone calls and letters as soon as possible.
- Use our local **Attendance Officer (Helen Abernethy)** who is based at Farringdon Secondary Academy to make unannounced visits to children who have persistently low attendance and support us in attendance matters.
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school brochure and the Home-School agreement
- Publish our attendance rate in the school brochure and the Governing Body's Annual Report to parents
- Acknowledge and reward good attendance
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance

**Please also see: Attendance Procedures**

### Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill.

We realise that there are *rare* occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.



## Attendance Policy

### Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are:

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absences.
- Absence of 10 days or more without permission are referred to the Attendance Officer who may then contact the Local Authority attendance team and legal action may be considered.
- Going shopping or for a hair cut
- Because it is your child’s birthday
- Unapproved Holidays

### **Punctuality**

- Morning registration is at 8.55am This is the time your child must be in the line in the playground/ or the classroom, so you need to ensure your child is coming through the school gate by 8.50am.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- Children will be marked as ‘late’ if they arrive after the close of registration .
- We will let you know if we have concerns about your child’s punctuality.

### **Term Time Leave of Absence**

From the 1st September 2013 DFE amended the regulations surrounding holidays in term time. The DFE removed references to family holiday and extended leave as well as the statutory threshold of ten school days. **Headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances and **parents have no entitlement to take their child on holiday during term time.**

The Local Authority can fine parents for failing to ensure their child attends school

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A **good** understanding of the work can only take place when the pupil is in the classroom



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### Leavers

If your child is leaving other than at the end of Year 6 to go to Secondary School, parents are asked to

- Give the school full information about their plans including date of move, new address (if applicable), new school and proposed start date. The Headteacher of EHPA will then complete a transfer form and send this to your school of preference. These arrangements apply to transfer to Sunderland LA schools only.
- Arrangements will be different if your child is moving out of the authority. Please speak to us if you think that you may be moving out of authority and we will ensure that all appropriate records etc. are forwarded to your child's new school.

### Children Subject to a Child Protection Plan or Looked After by the Local Authority

- If a child is subject to a Child Protection Plan or identified as a Child in Need attendance is carefully monitored and reported at Core Group Meetings.
- If a child is Looked After by the Local Authority attendance is carefully monitored and reported at termly PEP meetings.

### Pupils Who Attend Alternative Provision

If a child attends alternative provision for part of week, close links will be maintained between the two providers. The providers will inform each other of any absence. It is important that the parent contacts the school if their child is absent.

### Children Missing Education

When pupils leave and you have not given us the above information, and cannot contact you, then your child is considered to be a **Child Missing Education**. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Childrens Services (formerly Social Services) the Police and other agencies, to try to track and locate your child.

By giving us the above information, unnecessary investigations can be avoided.

### Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.