



Bottisham Community Primary School

Attendance Policy

Aims

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality
- Ensure that all children have full and equal access to the best education that we can offer
- Make parents/carers aware of their legal responsibilities
- Ensure attendance meets or exceeds Government targets

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership to ensure children have full and equal access to all that school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Expectations

We expect that all children will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact the school before 9.30 am if their child is unable to attend school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Notify school immediately of any changes to contact details
- Discuss promptly with their child's class teacher any problems that may affect school attendance

We expect school will:

- Provide a safe learning environment
- Keep regular and accurate records of attendance and punctuality
- Monitor individual child's attendance and punctuality
- Contact parents when a child fails to attend and where no message has been received to explain the absence
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested
- Encourage good attendance and punctuality
- Meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality
- Refer irregular or unjustified patterns of attendance to Education Welfare

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other children in the class. Children may go into school at 8.50 am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every child
- Registration takes place at 9.00 am and children who arrive after this time will be recorded as late to school
- Children's attendance is recorded on their report and will be passed on to future schools as necessary

Child leaving school during the school day

During school hours the school staff are legally in loco parentis and therefore must know where the children are during the school day.

- Children are not allowed to leave the premises without prior permission from the school
- Whenever possible, parents should try to arrange medical and other appointments outside school time
- Parents are requested to confirm in writing by letter or email, the reason for any planned absence, the time of leaving and the expected return time

- Children must be signed out on leaving school and be signed back in on their return
- Where a child is being collected from the school, parents are to report to the office before the child is allowed to leave the site

Leave of absence

Education (England) Regulations 2006 has been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be unauthorised and will lead to the issuing of a penalty notice (fine).

Exceptional Circumstances:

Are defined as:

- Forces Personnel leave from a foreign posting
- Exceptional significant family events or circumstances – these will be considered on an individual basis with you

The Headteacher will consider every request on an individual basis.

Penalty Notices

Penalty Notices can be issued for unauthorised leave. The amount payable on issue of a Penalty Notice is £60 (per child, per adult) if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was absent from school with the knowledge of the parent and does not meet the statutory defences mentioned.

Appendix 1: 'Is your child at school today? Information for Parents/Carers' – www.cambridgeshire.gov.uk

September 2015

To be reviewed: September 2016