



# Higher Failsworth Primary School

## Attendance Policy 2017-2018

**'Working together for an Education for Life.'**

Date Adopted:	September 2017
Date of Review:	September 2018
Staff Member:	Samantha Forster/ Joanne Jervis
Chair of Governors:	Alan Smith

## **Aims**

The school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance.

## **Expectations**

We expect the following from all our pupils:

- That they attend school regularly.
- That they will arrive on time and are appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents:

- To ensure their children attend school regularly and punctually.
- To ensure that they contact the school, as soon as is reasonably practical, whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day.

Parents and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.

## **School's Procedures**

Parents are made aware of the school's approach to term time absences.

- The school doors are opened at 8.50am. Registration is taken at 9 am. Pupils arriving between 9 am and 9.30am will receive a late mark. Any pupil arriving after 9.30am will have been marked as absent and an absence code will be recorded in the register according to the reason given.
- Parents should telephone the school before 9.10 a.m. on the day of an absence, inform school via class Dojo, or speak to the school office.
- If no explanation for absence is received, the school will phone the parents.
- If no contact can be made with a parent/carer a home visit will be made.
- Pupils who arrive late must report to the school office to be signed in on the INVENTORY electronic signing in system by an adult.
- Pupils who are leaving school before the end of the day must report to the school office to be signed out.
- The Safeguarding and Pastoral manager monitors attendance and lateness. Where there is a pattern or concern the parents will be notified.
- If there is no improvement, the Safeguarding and Pastoral Manager will request the parents to attend a meeting to discuss with the local authorities attendance officer.

In the cases of pupils with a low attendance record, the school may insist on receiving medical evidence to authorise absences for sickness.

Attendance is reviewed on a termly basis where pupils identified as persistent absentees, in line with the set government criteria and school attendance targets, are subject to further monitoring or action due to the link between attendance and attainment.

We as a school have a duty to inform parents of their child's attendance record.

- Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.
- Lateness: where lateness becomes an issue the matter will be discussed with the parents and this will be monitored and a record kept.
- Parents will receive a letter informing them when their child's absence has been recorded as unauthorised due to no contact from parent or carer.

## **Lateness**

Children who arrive to school after 9.30am will be recorded as an authorised absence, unless written proof is provided from an appointment to state why the child is late.

## **Term Time Holidays**

Term time leave of absence in exceptional circumstances (once in a life time event) may be granted by the Safeguarding and Pastoral Manager may grant you leave of absence. Parents/carers must apply to the Safeguarding and Pastoral Manager to request leave of absence. Each application will be judged on its own merit.

Exceptional circumstances should be considered as one-off situations. If an event can reasonably be scheduled outside of term time then it is unlikely that the absence will be authorized.

The following will not be considered exceptional circumstances

- Relatives coming to visit.
- Cheaper holidays in England and abroad.
- Family day trips.
- Visiting family/friends who have different half terms or holidays.

## **Examples of Unauthorised Absence**

Frequent absences attributed to minor ailments but not supported by medical evidence

- Shopping
- Birthdays
- Day trips
- Looking after siblings or sick parents.
- Unexplained absence.
- Holidays
- Weddings

Teachers are not expected to set work for absent pupils where the absence is due to a holiday in term time.

## **How to make a request**

Requests for leave for a pupil during term time must be made in advance, by completing the exceptional circumstances holiday form to the Safeguarding and Pastoral Manager by the parent

with whom the pupil normally resides. The Safeguarding and Pastoral Manager will only approve the request in exceptional circumstances.

### **Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been sick during the night and the parent telephones the school to explain the absence.

The Safeguarding and Pastoral Manager can authorise an absence, or if unavailable the Headteacher.

### **Examples of Authorised Absence**

- Sickness.
- Emergency medical/dental appointments.
- Day of religious observance. (Max2)
- Exceptional family circumstances (e.g. bereavement).
- Approved sporting or musical activity/competition/examination.
- Fixed term exclusion.

### **Penalty warning notices and Penalty notices**

These will be issued by the Local Authority for absence from school in the following circumstances:

- Truancy
- Parentally-controlled absence
- Term time absence which has not been previously agreed by the Safeguarding and Pastoral Manager or when permission has not been previously sought
- Persistent lateness
- Absence that has not been authorised by the Safeguarding and Pastoral Manager.

Unauthorised absences of more than 10 sessions (5 days) will be referred onto the Local Authority and may lead to prosecution under the Education Act 1996.

### **Children Missing Education**

In the case of children missing education the school follows Oldham Local Education Authority's procedures which is stated below and can be found on Oldham Council website.

[www.oldham.gov.uk](http://www.oldham.gov.uk)

Oldham Local Education Authority (LEA) is concerned about any child or young person who is missing from education, as it may not only be their educational attainment that is at risk, but also potentially their safety and welfare.

Who are Children Missing Education (CME)?

Children of compulsory school age who are:

- not on a school roll;
- not being educated other than at school e.g. privately or in alternative provision; and
- identified as having been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

Why do children go missing from education?

There are a number of ways in which a child can fall out of educational provision and hence become missing. These include if a child:

- fails to start appropriate provision and hence never enters the system;
- ceases to attend, due to exclusion (e.g. illegal unofficial exclusions) or withdrawal; or
- fails to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LEA).

There are also a number of other more serious circumstances by which a child could go also missing from education, and as a result all children and young people who go missing from education in Oldham are deemed to be at risk. A child missing education could be a missing child.

### Identifying Children Missing Education

To limit the opportunity of children and young people becoming lost to the education system, Oldham LEA has established a Pupil Tracking Team in order to:

- locate, monitor and track all school aged children who are not on a school roll;
- act as a link with other statutory bodies and universal services to ensure that all children missing education are promptly identified and re-engaged with educational provision;
- implement a range of systematic processes and procedures to track potentially vulnerable children who leave the borough with an unknown destination.