



Reviewed on:	
Next Review:	
Staff Responsibility	Head & Admin staff
Governor responsibility	FGB
Signed by Chair	

## Stenbury Federation Attendance Policy

### 1. Introduction

- 1.1 We expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the *Education (Pupil Registration) Regulations 1995* the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### 2. Definitions

#### 2.1 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 unwell and the parent has telephoned the school to explain the absence. Parents must also complete the absence form on the child's return, otherwise it will be classed as unauthorised.

#### 2.2 Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school or if the child is away from school without good reason.

### 3. If a child is absent

- 3.1 When a child is absent unexpectedly the class teacher will record the absence in the register. Registers are checked in the school office and staff will contact a parent or guardian if the parent has not informed the school. Parents must inform the school by 9am if their child is absent from school. **If the school has been unable to make contact with the parent(s) of an absent child by 12 mid-day and there may be welfare concerns for the child the school will take whatever actions it deems necessary to safeguard the child.**

- 3.2 A doctor's letter or text from the doctor/hospital must be given to the school office prior to the day of a medical appointment.
- 3.3 If there is any doubt about the whereabouts of a child the school office will take immediate action by contacting the parent and then notifying the Educational Welfare Officer and filing a missing child report.

#### **4. Requests for leave of absence**

- 4.1 We believe that children need to be in school for all sessions so that they can make the most progress possible. However, under exceptional circumstances and on a case by case basis the Head teacher may authorise a legitimate absence.
- 4.2 Parents/guardians must write to the Head teacher to request an authorised absence. Unauthorised requests for holiday may result in a fixed penalty fine of £60.00 per parent per child. More information can be found here: [www.iwight.com/council/OtherServices/Attendance-at-School/Education-Fixed-Penalty-Notices](http://www.iwight.com/council/OtherServices/Attendance-at-School/Education-Fixed-Penalty-Notices)

#### **5. Long term absence**

- 5.1 When children have an illness that means they will be away from school for over 5 days the school will do all it can to send material home so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services so that arrangements can be made for the child to be given some tuition outside school.

#### **6. Repeated unauthorised absences**

- 6.1 If a child has a repeated number of unauthorised absences the parents or guardians will be invited to a meeting with the Head teacher and Educational Welfare Officer (EWO) for a Formal Attendance Meeting. Social services will be contacted if a child on the Child Protection register has not attended school and no contact has been received.
- 6.2 The Educational Welfare Service will consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

#### **7. Attendance targets**

- 7.1 The Local Authority sets attendance targets each year for the school.

#### **8. Monitoring and review**

- 8.1 It is the responsibility of the Head teacher to monitor overall attendance. Education Welfare and office staff meet every three weeks to discuss the schools attendance. The Governing Body has responsibility for this policy and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them and seek to ensure that our attendance figures are as high as they should be.
- 8.2 The school will keep accurate attendance records on file for a minimum period of three years.

8.3 The school administrator is responsible for monitoring of attendance and following up absences in the appropriate manner.

If there is a concern about a child's attendance they will contact the Family Liaison Officer in the first instance and, if required follow it up with the Education Welfare team.

The FLO & EW will liaise to ensure that appropriate information is shared & the EW will be invited to TAF, CAF, CIN & CPC meetings where appropriate.

The school administrator will produce attendance reports & meet at least monthly with the Education Welfare Officer. The Family Liaison officer and Headteacher will be made aware of any specific concerns that are raised as a result of these meetings. Half termly reports are produced for the Head Teacher & Governors.

The school and EW focus on children with an attendance of under 92% at the time of the reports, lateness and those with patterns of absence/lateness. The EW service will monitor siblings at other schools if concerns are raised.

The appropriate action to be taken for each case will be decided on with support from EW.

Actions:

1. Letter to parents/guardians
2. Formal school attendance meeting (SAM) with EW & Headteacher.
3. Referral to EWS
4. Issuing of fixed penalty notices as per EW policy and guidelines.

All attendance registers and reports are regularly checked by our Education Welfare Officer.

## 9. Lateness

9.1 The school administrator is responsible for monitoring of attendance and following up absences in the appropriate manner.

If there is a concern about a child's lateness they will contact the Family Liaison Officer in the first instance and, if required follow it up with the Education Welfare team.

The FLO & EW will liaise to ensure that appropriate information is shared & the EW will be invited to TAF, CAF, CIN & CPC meetings where appropriate.

The school administrator will produce lateness reports & meet at least monthly with the Education Welfare Officer. The Family Liaison officer and Headteacher will be made aware of any specific concerns that are raised as a result of these meetings.

Half termly reports are produced for the Head Teacher & Governors.

The school and EW focus on children with an attendance of under 92% at the time of the reports, lateness and those with patterns of absence/lateness. The EW service will monitor siblings at other schools if concerns are raised.

The appropriate action to be taken for each case will be decided on with support from EW. Actions:

1. Letter to parents/guardians
2. Formal school attendance meeting (SAM) with EW & Headteacher.
3. If attendance does not improve parents will be written to and all lateness will be marked as unauthorised (U code) – leading to further involvement from EWO.

LATENESS:

- Before registers close – Before 8:40am (L code)
- After registers close – after 9:00am (U code – unauthorised)