



Radipole Primary School

Attendance Policy

Signed:

Chair of Governors

Date of Approval: January 2015 (updated November 2015)

Date of Next Review: January 2017

*This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy
and an initial screening Equality Impact Assessment has been carried out.*

Radipole Primary School Attendance Policy

Statement of Safeguarding Children

At Radipole Primary School, we have a duty to safeguard and promote the welfare of our pupils. The Safeguarding Children and Child Protection Policy indicates some of the processes and procedures by which children who are at risk are identified and what actions the school will take on identifying a child who is considered 'at risk. All staff, including our volunteers and supply staff must ensure they are aware of our procedures. Parents and carers are also encouraged to make themselves familiar with the school safeguarding policies.

When there are concerns about a child's welfare, we may need to share information and work in partnership with other agencies. Unless we have good reason to believe this is not in the child's best interest, we will always ensure our concerns about our pupils are discussed with their parents/carers first. Our Designated Safeguarding Lead is Veronique Singer, Headteacher.

Aim

Our aim is to ensure that, wherever possible, children are at school, on time, every day that the school is open.

Background

It is a legal requirement that all children should attend their educational provision and it is the parent/carers responsibility to ensure that their child attends school. Regular attendance enhances pupil progress. In contrast, significant absence will undermine learning and regardless of ability or effort a pupil will fail to achieve expected progress. The national attendance target is 96%. The school year is 190 days (380 sessions). An absence of 10 days in any given academic year equates to 5.2% and means a pupil will not attain minimum expected attendance. The Education (Pupil registration) (England) Regulations 2006, as amended with effect from 1 September 2013 removed all reference to family holiday, extended leave and 10 school days absence threshold previously published.

The schools in the Chesil Education Partnership are committed to working together to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parent/carers responsibility to ensure that their children attend school.

Mainstream schools within the Chesil Education Partnership have agreed the following:

- From September 2015 no requests for a 'Leave of Absence' during term time will be granted, except in exceptional circumstances.
- Should parents wish to take their child out of school for any leave of absence, holidays or otherwise, requests made from September 2015 will not be routinely granted. Any absence which has not be authorised by your child's school will be recorded as 'unauthorised' and this has the potential to impact on your child's overall absence figure. A Fixed Penalty Notice for £60 will be issued to each parent when a child is recorded as having had 10 half day unauthorised absences. Non-payment of a Fixed Penalty Notice within 21 days will result in the fine doubling to £120. A criminal prosecution can be commenced if a fine remains unpaid after 28 days.

Absences

Authorised absences are mornings or afternoons away from school for an acceptable reason, such as:

- Genuine illness
- Unavoidable medical appointments (Parents are encouraged and expected to try to make medical appointments after school if at all possible.)

- Days of religious observance
- Exceptional circumstances, such as bereavement of a close family member
- Seeing a parent who is on leave from the armed forces during a long term deployment
- External examinations
- When Traveller children go on the road with their parents

Frequent absence

It is the responsibility of all staff to bring to the attention of the Headteacher any emerging attendance concerns. In cases where a child begins to develop a pattern of absences, the school will endeavour to resolve the problem with the parents/carers. Should attendance continue to be an issue, the school may require the parents/carers to attend an Attendance Panel, where there will be representatives from the Chesil Education Partnership, the county solicitor, a school social worker and a representative from the school. The panel can recommend several outcomes, including a six week monitoring period with targets for attendance, issuing a £60 penalty notice or a parenting order.

Lateness

Registers are taken at 9.00am and 1.00pm. Any child not in school at those times will be marked as being late. After 9.10am or 1.10pm the child will be recorded as having an unauthorised absence, which counts towards their attendance percentage.

Procedures

Information for Parents/Carers

Parents have a legal responsibility for ensuring that their child attends school regularly, punctually, properly equipped and in fit condition to learn. If a child is prevented for any reason from attending, or is late, parents must notify the school as soon as possible by phone or in person on the first day of absence.

First day absence

On the first day of a child's absence from school, parents are asked to contact the school before 9.00am on 01305 783353 or speak directly to a member of the office staff. If a message hasn't been received by 9.30am, the school will contact the parents/carers to ascertain the reason for the absence. The parent should then contact the school daily to inform that the child is still ill if the absence is longer than one day.

Attendance issues will be raised with parents through Parents' evenings, school prospectus, newsletter and a letter prior to commencing school. Parents will be informed of any concerns the school has about attendance and given the opportunity to discuss this with a member of staff. Pupils who do experience attendance difficulties will be offered support and parents will be contacted by the Headteacher.

Medical Evidence for Persistent Absence

Where there is significant absence with regard to minor illness e.g. coughs, colds, headaches etc the parents will be required to provide evidence e.g. appointment cards. In these circumstances, an appointment with the school nurse may be offered who will be able to advise on recurring ailments as it is important these are addressed and pupils attend school as much as possible.

Governors

- Attendance will be monitored by the Resources Committee and reported to the Full Governing Body.
- The school's policy will be ratified by the Governing Body.
- An explanation of hierarchy of actions the school takes in the event of absence, including Penalty Notices.

Data Analysis

- Data analysis plays a central role in all school and there will be procedures and systems for gathering the analysing absence data.
- Issues with any classes or year groups.
- Attendance patterns of children in care.
- Number of children with short but sporadic absences.
- Comparing data with school that siblings may attend.

Children Missing Education (CME)

The Government has placed a duty on Local Authorities to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education. In relation to children, by suitable we mean efficient full time education suitable for her/his age, ability, aptitude and any special education needs the child may have. The duty does not apply in relation to children who are registered at school who are not attending regularly.

These children are referred to as Children Missing Education. Children are identified as missing from education when they are of compulsory school age and are:

- Not on a school roll
- Not being educated other than at school
- Identified as having been out of any educational provision for a substantial period of time.

Children go missing from education for a number of reasons including:

- They do not start school at the appropriate time and so they do not enter the education system.
- They are removed from school by their parents.
- They fail to find a suitable school place after moving to a new area.
- The family move home regularly.

Children with Medical Needs

Long-term health conditions – provision at home or hospital

Children or young people who are unable to attend school because of long term or recurring health conditions or mental health issues, should have a personal (or individual) education / learning plan. Their social needs should be taken into account and where possible links will be made with their school to facilitate continued social contact with peers. Where absences are expected to last for more than 15 working days and involve a physical, psychological or mental health condition or other specific conditions, the school will either seek the advice of the Community Paediatrician, Hospital Consultant, CAMHS, or request the involvement of a Locality Social Worker.

The Consultant will be asked to:

- confirm the child or young person's health condition (or mental health), and advise on what action is being taken in addressing the condition;
- indicate whether the child or young person's absence is likely to last for more than 15 working days;
- comment on the child or young person's ability to cope with educational provision, and provide guidance upon the amount provision that is appropriate

Attendance Flowchart

