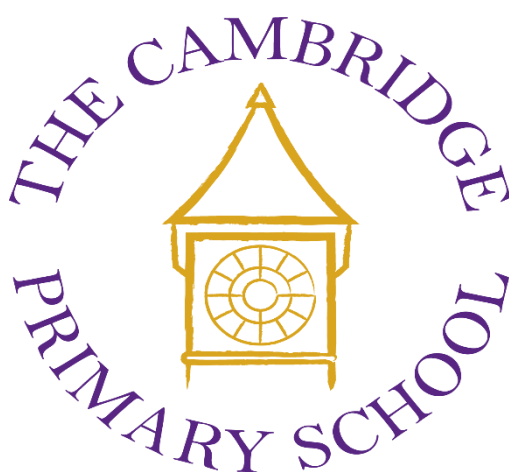


THE CAMBRIDGE PRIMARY SCHOOL

ATTENDANCE POLICY

2018



Date of Approval:	
Date of Next Review:	
Signed: Headteacher	
Signed: Chair of Governors	

The Cambridge Primary School
Queens Avenue, Wellesley
Aldershot, Hampshire GU11 4AA



The Cambridge Primary School

Attendance Policy

For distribution to: All school staff, governors and parents/carers

The Cambridge Primary School is committed to developing and implementing policies and practice which supports improved attendance, in partnership with parents/carers, pupils and governors, with relevant departments within Hampshire County Council and borough councils, and with other organisations who have an interest or are affected by school attendance.

Further information on encouraging attendance and individual school procedures can be found in individual school policies and procedures which should be read in conjunction with this policy.

We firmly believe that all pupils benefit from regular school attendance. Full and regular attendance at school is crucial for a child's/student's future life chances and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve excellent attendance but when absence is unavoidable through sickness, the school should be notified on each day of absence. Parents/carers will be required to inform the school at the earliest opportunity for any other absence.

Parents/carers, whose children are of compulsory school age (5 to 16) and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority. In addition, schools are required to report all absence figures to the local authority and the DfE and to ensure they are recorded on a child's/pupil's annual report. Rates of absence are also taken into account by Ofsted as part of a school's inspection.

Expectations

We expect that all pupils will:

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

We expect that all parents/carers and persons who have day to day responsibility for the children will:

- Encourage regular school attendance by supporting the values of good attendance at education at home and to be aware of their legal responsibilities.
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day (including extra-curricular activities) and have completed any homework they have been given

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- Contact the school promptly whenever any problem occurs that may keep the child away from school.
- Contact the school office by on the first day of a child/pupil's absence, giving the reason for the absence.
- Discuss with the class teacher, Assistant Headteacher or Headteacher any problems preventing their child/children from attending school.
- Provide evidence, if required where the length and frequency of absence through illness is giving cause for concern.

We expect that school staff will:

- Keep regular and accurate records of attendance for all pupils, as required by current legislation
- Monitor every pupil's attendance
- Contact parents/carers as soon as possible when a pupil fails to attend and where no message has been received to explain the absence
- Be alert to early signs of disaffection or a child's worries about school which could culminate in non-attendance and report these concerns as soon as possible to the Head Teacher
- Encourage good attendance
- Provide a welcoming atmosphere and a safe learning environment for children
- Provide a sympathetic response to any parent or pupil's concerns and offer support or work with other agencies as appropriate
- Make initial enquiries to parents/carers of pupils who are attending irregularly, expressing the school's concerns and clarifying the school and the local authority's expectations regarding regular school attendance
- Refer irregular or unjustified patterns of attendance to the attached Educational Welfare Officer
- Regularly inform parents of the % attendance of all pupils
- Fulfil, where possible, the requirements of the UN Convention – The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them

In order for this Attendance Policy to be successful, **every** member of staff in every school must make attendance a high priority and convey this to pupils at all times. Parents/carers should also need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

Students leaving during the school day

- Pupils are not permitted to leave the site during the day without prior permission from the school
- Pupils must sign out (or be signed by a parent in junior & primary schools) when leaving the school and sign back in on return

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Dental and medical treatments

Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. When appointments during school hours are unavoidable, the school should be notified of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested.

Lateness

The school day, and morning register, begin at 08.55hrs. Please note that if pupils arrive after the school start time they will be recorded as late and recorded as an unauthorised absence (U code) *half an hour after register closes*. Individual school procedures outline the time at which registers are closed and pupils arriving after this time will be recorded 'as late after close of register' which counts as an unauthorised absence for that session. This is in line with Hampshire County Council and Department of Education guidance.

Persistent lateness before the close of register- and after- will be followed up by the school and Education Welfare Officer.

Changing Schools

It is important that if families decide to send their child to a different school, they inform The Cambridge Primary School as soon as possible. The pupil will not be removed from the school roll until the following information has been received and investigated:

- date the pupil will leave the school to start the next
- address of the new school
- new home address if appropriate

Pupils' school records will then be sent to the new school. In the event that the school has not been informed of the above, the family will be referred to the local authority tracking officer and EWO.

Requests for leave of absence during term time

No parent/carer can demand leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively. Permission for absence during term time is at the school's discretion and will only be granted in **exceptional circumstances**.

If a family needs to request absence in term-time then families must complete a **Leave of Absence Request Form** (available on the website) and be submitted to the head teacher at least two weeks prior to the leave date. The Headteacher, who may consult with the Chair of Governors, will then decide whether or not to authorise the absence requested. Each request will be considered separately.

Family holidays

The school holiday dates are published a year in advance and are available from the school office and on the school's website. Family holidays need to be booked within the school holiday dates.

Family holidays are not deemed exceptional circumstances and will not be authorised.

The School Attendance Regulations 2006 were amended with effect from September 2013. The key amendments relate to the granting of leave for the purpose of family holidays in term time:

"Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Education Regulations 2013 which became law in September 2013 state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The

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Head Teacher is required to determine the number of school days a child can be away from school if leave is granted.”

Exceptional needs of military families relating to a deployment would generally be deemed exceptional.

Penalty Notices

County policy in respect of penalty notices will be followed:

Penalty Notices for non-attendance and other legal measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal measures for tackling persistent absence or lateness.

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

1. the child or family do not require the support from any agency to improve the attendance
2. the child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- parenting contracts set at Education Planning Meetings
- parenting orders
- Penalty Notices
- Education Supervision Orders
- prosecution

Where a child has unauthorised absence the school must enforce Hampshire County Council's Code of conduct: issuing Penalty Notices for unauthorised absence from schools or follow its guidance on other legal measures for non-attendance. The Code of conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from: www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties.

The Code of conduct states that schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

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If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a Penalty Notice is issued for either:

1. 10 sessions of unauthorised absence or lateness in any 10 week school period
2. one or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

This includes where a pupil has unauthorised absence due to either:

- non-approval of a parent/carer's request for leave of absence, or
- a holiday that has been taken without permission.

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/ carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. NB: This could mean four Penalty Notices for a family with two Model attendance policy for schools, academies and education centres 17 siblings, both with unauthorised absence for holiday, ie one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order. For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at: www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties.