



Hady Primary School and Nursery

Attendance Policy

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Reviewed signature	J Gray

At Hady Primary School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer. We want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

1. Responsibilities

Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know why their child is absent and when they are expected to return by telephoning the school office or emailing the attendance officer at r.fenby@hady.derbyshire.sch.uk before 9.10am on every day of absence.
- Seek permission from school prior to any anticipated absence that is not medical.
- Not take their child on holiday during term-time.
- Not extend weekend breaks into the school week.
- Notify school if they intend to remove their child permanently from the school for any reason.

School will:

- Make suitable arrangements for the safe daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at least once every term, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded.
- Notify the LA and/or the Department for Children, Families and Schools (DCFS) of absence figures for the school and, where necessary, individual pupils.

The Attendance Officer will:

- Ensure that everybody at school treats attendance as a priority.
- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.



- Remind parents at least annually of attendance procedures.
- Analyse attendance data.

The Headteacher will:

- Line manage the Nurture and Wellbeing manager
- Oversee attendance procedures.
- Report to the Governors on attendance at least three times per year.

Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly.
- Set targets for attendance.

2. School Times

We expect children to be at school/in the playground/ in the classroom by 8.50am in time for the start of morning registration at 8.55am. School finishes at 3.15pm.

Children should be collected promptly unless they are attending an after school activity. In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or emergency contacts, social services will be contacted.

3. Registration

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Pupils arriving during registration and before 9.20am will be marked late. Pupils arriving after 9.20am will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness, in which case they will be marked with an authorised absence mark.

The marking of registers will be in accordance with instructions set out at the front of the register.

Absence, legally, has to be recorded as either authorised or unauthorised and reported to the LA and DFE. Only the school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.



The Education (Pupil Registration) (England) Regulations 2006 set out circumstances in which schools may grant a pupil leave of absence.

4. Attendance Register

The school will maintain an Attendance Register as set out in Paragraph 5 and 6 of the above Regulations.

Any pupil not present will be recorded as an unauthorised absence unless:

- a) he has been granted leave of absence in accordance with regulation 7 (EER2006b) or;
- b) he is unable to attend
 - (i) by reason of sickness or unavoidable cause
 - (ii) on a specific religious day of which his parents abide
 - (iii) if the LA have not provided suitable transport arrangements for a pupil not within safe walking distance

Where the reason for absence cannot be ascertained at the time, then the register will be amended as soon as the reason can be established.



5. Applications for Leave of Absence during Term Time

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorized. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Hady Primary School will not authorise leave of absence in term time except in exceptional circumstances. If an event can reasonably be scheduled outside of term time, then it would not be normal to authorise absence; as such, holidays are therefore not considered an exceptional circumstance. All such applications will need to be on the school application form (Appendix A), which is available from the school office. Applications will need to be at least three weeks before the expected absence, and include the reason for the request. An appointment may, on request from the parent/carer, be made to discuss the request and the reasons behind it with the Headteacher or other relevant member of staff.

The applications will be considered by the Headteacher. The Headteacher has the discretion to allow leave in **exceptional** circumstances which might include:

- Service personnel on active duty
- Visits to seriously ill relatives
- Bereavement or family crisis
- Family wedding
- Prison visits
- Religious observances (ceremony and travelling time only, intended for one-off situations rather than regular or recurring events)

The fundamental principles for defining 'exceptional' are **rare, significant, unavoidable and short**. Please note that the Headteacher *will* take a student's previous record of attendance into account when making decisions. The school will reply in writing to the parent/carer within 10 working days and will provide reasons to support its decision.



6. Unauthorised absence

Under the Education Act 1996 Part VI Chapter II Section 444 (1):

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence under section 444(1), and if the school to which the offence relates is a relevant school in England, a penalty notice in respect of the offence may be issued.

The school will inform the LA when a pupil has been absent without authorisation for five days in any 13 week period. The LA may issue a warning letter to the parent, and will monitor the situation, allowing a further 15 days for improvement to be effected. If there is further unauthorised absence during this period, a fixed penalty fine per parent per child may be imposed by the LA. If there is no further unauthorised absence during the 15 day period, the case will be closed. A further 10 sessions (5 days) of unauthorised absence will need to occur before another warning letter is issued, but if the criteria are met then a Penalty Notice will be issued.

7. Publicity

- 1) The governors will write to all parents when the new policy is to be implemented.
- 2) The policy will be made available for inspection on the school website
- 3) Parents will be reminded of the policy on an annual basis with a flyer, and termly reminders through the attendance newsletter as necessary.

8. Strategies

To support our attendance policy we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity –at mentoring meetings, at Induction, in newsletters, in assemblies, on notice boards etc.
- Always use first day text contact;
- Reward and celebrate good and improved attendance;
- Set attendance targets for the school;
- Keep parents/carers informed of their child's attendance level;
- Make good use of attendance data by specific analysis;
- Notify Governors of attendance levels at least three times a year;
- Liaise fully with the Education Welfare Service when necessary;



- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.

9. Success Criteria

- We are meeting or exceeding our attendance targets.
- Our attendance is in line with, or exceeds that of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted, EWO etc
- Everybody is clear about what to do if a child is absent from school.

Appendix A

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) Class
 Class
 Class

Child’s Address

Name of Applicant(s) and Address (if different).....

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From..... To.....

Total number of days our child(ren) will be absent from school



Please supply in as much detail as possible the reason for your request and *why you feel it is exceptional circumstances*. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable)

Date

.....

.....

.....

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

For office use only

Child's attendance at the time of request: _____ %

Dates of authorised leave in the previous 12 months: _____ to _____

Dates of unauthorised leave in the previous 12 months: _____ to _____

Approved/Denied

Reason _____
