



Rationale:

All staff and Governors at Culverstone Green Primary School realise the importance of regular and punctual school attendance in raising standards, both academic and social.

The Law states that all children between the ages of 5 – 16 MUST attend school regularly and stay in school. Parents and carers are responsible for ensuring that this happens.

Irregular attendance will undermine a child's educational progress. There is also evidence that links non-attendance at school with criminality and anti-social behaviour later in life.

Aims:

At Culverstone Green we aim to:

- ensure that all children attend school regularly
- ensure that all children arrive at school punctually i.e. before 8.50am
- work closely with the Education Welfare Service
- work closely with our parents to ensure good attendance

Authorised and Unauthorised Absence:

From 1st September 2013 the Law does not allow the Headteacher to use discretion to authorise up to 10 days for holiday purposes. All holidays in term time are unauthorised. A fixed penalty notice may be issued for unauthorised holiday absence.

If parents or carers wish to request leave for exceptional circumstances, they should give at least 2 weeks' notice by writing a letter to the Headteacher explaining their reasons for wishing to take leave during school time and the amount of time with dates requested. This should be sent into the school office. Leave for exceptional circumstances will not be authorised **unless the child's** attendance is above the 95% expected minimum. The Headteacher may, in exceptional circumstances, authorise a short period of absence, i.e. 1 or 2 days.

As far as possible, medical appointments should be made outside of school hours. Absence caused through sickness will be authorised.

The following are examples of absences, which will not be authorised:

- holidays taken during term-time
- another member of the family is ill
- the family have overslept or had a late night
- there are problems with uniform/ clothing
- parents have forgotten school dates
- there is an annual family event such as a birthday
- parents take their child shopping
- delayed by flights which affect term-time return

Procedures:

In order for absence through sickness to be authorised, we would expect parents to notify us with a telephone call or text on the first day of absence. Reasons for absence are recorded in the register.

Lateness:

Parents of children arriving late to drop their child at or collect their child from school are required to sign our late arrivals/ departures book.

Monitoring Attendance and Lateness:

We have a 4 stage approach to monitoring absence and lateness. It will not always be appropriate to progress through all the stages or even carry them out in the order listed:

STAGE 1:

- Registers are monitored on a daily basis by the school secretary;
- Patterns of lateness and absence are highlighted, e.g. persistent absence on one particular day each week;
- The attendance system is checked by the EWO on a regular basis.

STAGE 2:

- The Headteacher or Family Liaison Officer (FLO) discusses matters of attendance and lateness with individual parents, encouraging them to discuss any relevant issues and to make improvements;
- If absence and/or lateness persists a standard letter is issued, reminding parents of their statutory responsibilities and the sanctions which could be applied if attendance does not improve;
- If the situation does not improve, a referral will be made to the school EWO.

STAGE 3:

- The EWO will contact the parents and arrange a meeting to discuss the absence and to encourage the parent to send their child to school;
- The EWO will issue warning letters if the absence has approached the critical stage, i.e. 10 sessions of unauthorised absence in a term.

STAGE 4:

- The Attendance Service will issue a penalty notice of £120 to each parent for each child, reduced to £60 if paid within 28 days. If the penalty is not paid within the time scale, the Attendance Service may institute legal proceedings against parents/carers in the **Magistrates' Court under Section 444(1) of the Education Act 1996 for failing to ensure their child/children attend(s) school regularly.**

As a means of encouraging Good Attendance we operate a weekly Class Award System, whereby the class in each year group with the best attendance for the previous week wins a reward. In addition Attendance Certificates are issued at the end of every other term to those children with 100% attendance. Those children with 100% attendance for an entire academic year receive a prize.

This Policy complies with current Regulations. (October 2014)

(Signed) 
(Chair of Governing Body)