

St. Peter's C. E. Primary School



St. Peter's C.E. Primary School
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And the child grew and became strong in
body, mind and spirit.
Luke 2:40

ATTENDANCE POLICY

Written by:	Headteacher and Governors
In consultation with:	The local authority Education Welfare Service
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INTRODUCTION

We expect all children on roll to attend every day on time, 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 the development of positive attitudes towards school. We strive to make our school a happy and rewarding experience for all children.

Parental Responsibility

As a parent/carer, it is your responsibility to ensure your child attends school daily and arrives on time to receive an education. This responsibility is outlined in the Education Act 1996.

If your child isn't being suitably educated due to poor attendance, you are breaking the law and you could be prosecuted.

Arrival and Registration

8:45am	Pupils arrive on school playground
9:00am	Registration
9:30am	Registration closes

Pupils arriving after 9:00am must enter school at the Main Office on Birley Street. Pupils will be recorded as Late (L code). Arrival after 9:30am will be recorded as an unauthorised absence (U code).

The afternoon register is taken at 1:00 p.m. in KS2 and 1:15 in the infant department. It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office.

Absences

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 the absence was authorised or unauthorised.

Absence for any reason during term time is discouraged. Absences will be marked at the schools discretion, as authorised or unauthorised. Only the school can mark an absence. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Authorised Absences

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.

Examples of authorised absences – genuine illness (medical evidence may be requested), Religious Observance and to attend medical appointments that could not be arranged outside of the school day

Unauthorised Absences

An absence is classified as unauthorised when a pupil is away from school without the permission of the Head teacher.

Examples of unauthorised absences – birthdays, shopping, holidays during term time, Family event, looking after siblings or family member.

Illness

St Peter's operates a First Day Response system. If a pupil is not in school, parents/carers are asked to telephone the school office before 9:30 a.m. on each morning of absence.

If school have not received a reason for absence, office staff will attempt to contact all emergency contact. If telephone calls are unsuccessful, a Senior Leader or the Education Welfare Officer may conduct a home visit to ascertain the child's whereabouts.

We understand pupils may suffer from illness from time to time; we encourage all pupils to return to school as soon possible. You may be requested to provide medical evidence when your child is absent.

Medical

A pupil arriving in school late due to attending a medical appointment will be marked as 'M' which is an authorised absence.

Where possible, appointment cards/letters should be shared with school

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should attend school before and after the appointment.

Holidays During Term Time

Holidays should not be taken during Term Time.

Requests should be submitted to the head teacher detailing the reasons why your child will be absent from school.

Holidays will not be authorised unless in extreme circumstances. Unauthorised absences could result in a Penalty Notice being issued.

Persistent Absence

A Persistent Absentee (PA) is defined as a pupil who has missed 15% of sessions. (One day is classed as 2 sessions). We aim for all pupils to have at least 97% attendance.

The Department for Education (DfE) and Ofsted take into account the number of pupils over the PA threshold when looking at a schools performance on attendance.

St Peter's C of E and the Education Welfare Officer (EWO) monitor absences and offer support to families to prevent children becoming a PA.

Action plans will be offered to improve school attendance, which could include referrals to School Nurse, Triple P Parenting or Education Welfare Officer.

Penalty Notices and legal proceedings can be instigated if a pupil has persistent unauthorised absences.

Penalty Notices

A Penalty Notice can be issued to those pupils who have repeated unauthorised absences or poor punctuality. The fine is £60 for each parent. If the fine is not paid within 21 days, it will increase to £120.

Fines that are not paid after 28 days will be referred to Education Welfare Service to instigate Legal Proceedings for non-school attendance.

Reasons a Penalty Notice can be requested:

- Truancy
- Parentally condoned absences
- Unauthorised holidays during Term Time
- Repeated lateness after registration has been closed

Children Missing Education (CME)

A child missing from Education is where a child or young person of compulsory school age is not receiving a suitable education.

If a child has ceased to attend school, it is school's responsibility to make every effort to establish the child's whereabouts. If the child has not been located after 10 days of absence, the school must inform the Local Authority who will undertake further investigations.

If a child is deleted from school roll, the local authority should be informed.