

# ***TWEEDDALE PRIMARY SCHOOL***

## **POLICY FOR ATTENDANCE**

### **Review of the Policy**

This policy provides guidance on teaching and learning at Tweeddale Primary School. It reflects the views of teaching staff and was agreed by the Local Governing Body on 13<sup>th</sup> March 2018.

The policy will be reviewed by the Head Teacher annually and by the governing body in **March 2021** or earlier if required. The implementation of the policy is the responsibility of the staff and will be monitored by the Head Teacher, Senior Management and individual curriculum coordinators.

Signed.....  
Headteacher

Date.....

Signed.....  
Chair of Governors

Date.....

## **RATIONALE**

The Governors and Staff at Tweeddale Primary School recognise that good attendance at school provides our children with the best possible opportunity for learning and achieving their full potential. At Tweeddale we provide a teaching and learning environment that is welcoming, secure and stimulating, where children are respected and valued as individuals and emphasis is placed upon the importance and enjoyment of learning as well as their social and emotional development.

## **LEGAL RESPONSIBILITY OF PARENTS**

It is the responsibility of parents and carers to ensure that their children attend school regularly and arrive on time, as stated in The Education Act 1996 Section 444(1).

If children arrive late to school they are likely to miss important information and work and it is also disruptive to children who may already be involved in their lesson. At Tweeddale, good punctuality is expected and the school will make contact with parents where there is a pattern of lateness.

Morning registers are taken at 8.55am and any children arriving after this time will receive a late mark (L). The registers are kept open for 30 minutes from 8.55am. Children who arrive after this time are marked as 'late after the register has closed' (U). This counts as an unauthorised absence for that session, unless there is a satisfactory reason e.g. the pupil has had to attend a medical /dental appointment, in which case the absence will be marked with the code (M). Absences that are authorised by the school will be marked with the code (C).

If a pupil is ill and unable to attend school, it is the responsibility of the parent/carer to contact the school office on the first day of absence by 9.30am, advising the reason for their child's absence. If no message is received by 10.00am the school will contact the parents using the pupil's contact numbers. The morning session will be recorded as unauthorised until a valid reason is obtained, any further sessions will be given appropriate absence codes.

Parents/carers must contact the school on each continuing day of absence, unless or until they inform the school of their child's return date.

Parents/carers must send a written explanation of their child's absence to the school upon their child's return to school.

At Tweeddale we work in partnership with parents, and should any child incur any problems in attending school, parents are requested to contact the child's teacher immediately so any issues can be resolved. Tweeddale Primary School has a Home-School Agreement with parents/ carers. This agreement outlines how the school and parents/carers work in partnership for the benefit of children. Supporting good attendance is a part of the agreement and it is the responsibility of all parents to ensure good school attendance by their child.

The Headteacher and Deputy Headteacher - Inclusion monitor attendance data regularly. Parents/carers whose child's absence causes concern will be contacted to discuss any issues relating to poor attendance. Should a child's attendance fail to improve a referral will be made to the Borough School Attendance Service.

## **LEAVE OF ABSENCE DURING TERM TIME**

No holidays will be authorised during term time. Government legislation is clear that headteachers can only authorise leave of absence in exceptional circumstances. Parents/carers are expected to arrange holidays during the school holiday periods.

If parents wish to take their child/children out of school for any reason during term time, they must apply in writing in advance outlining the reason and giving a return date. This date must be adhered to. Any absence incurred after this date will not be authorised.

If a parent or carer is unwell, parents must make alternative arrangements for their children to be brought into school and be collected. The school will help with external support which may be available and offer help as far as practicable, if this is to be a long term condition.

If holidays are taken in term time, parents/carers will be eligible to receive a Penalty Notice in sum the £60 each increasing to £120 each if not paid within 28 days of issue.

## **MEDICAL OR DENTAL APPOINTMENTS**

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are expected, as far as possible, to make medical and dental appointments outside school hours. Parents/carers must provide written confirmation of appointments that are made. Children are expected to attend school either side of the appointment time.

Where a pupil's attendance falls below 95% and there is a level of concern, the case may be referred to the Deputy Head - Inclusion. Staff and the Deputy Head - Inclusion will advise and support parents on any difficulties the pupil may be having. Should there be no improvement, the matter will be referred to the Borough School Attendance Officer, who will offer guidance and support, but who may, if no improvement is made, use their statutory powers under the Education Act, including the use of Penalty Notices if appropriate. The fine is £60.00 if paid within 21 days of issue of the Penalty Notice, increasing to £120.00 if paid after this date, but within 28 days of issue. A Penalty Notice is issued to each parent in respect of each child. The Borough School Attendance Service is authorised to issue Penalty Notices, in accordance with the provisions of the Education Act 1996, and the Education and Inspection Act 2006.

If parents do not provide information about a child's absence, and the school cannot make contact with the parents within 20 school days, then the child is considered to be a 'Child Missing Education'. This means the local authority has a legal duty to carry out investigations, which will include liaising with Children's Social Care, the Police and other agencies to try to locate the missing child/children.

- Parents /Carers have a responsibility to contact the school as soon as possible should their child show any reluctance to attend school, so that any concerns can be discussed and strategies can be put in place to support their child and the issue can be resolved.
- This Attendance Policy has been approved by the Governing Body, Senior Leadership Management Team and the Borough School Attendance Service. This policy is to be read in conjunction with :
  1. Behaviour Policy
  2. School Prospectus
  3. Home/School agreements
  4. Newsletters

5. School website
6. Staff Handbook
7. The School Development Plan
8. Performance Management policy
9. The Education Act 1996
10. The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, 2010, 2011, 2013