



GREENFYLDE CHURCH OF ENGLAND FIRST SCHOOL *including Sunny Ile and Cygnets Pre-School*



Policy: Attendance

Date of review: May 2021

Version number:9

Date of last review: May 2020

Changes from last review: Include reference to Covid 19

Signature: *Guy Adams*

Print Name: GUY ADAMS

Position: Chair of Governors

Date: May 2021

Our Vision

Our doors are open – everyone is welcome in Greenfylde C of E First School. As a school community we seek through shared service to support children, families and wider community; encouraging high expectation, hope and support for aspirations and an understanding that all deserve to receive and give respect and dignity.

'...life in all its fullness' John 10:10

Caring

Friendly

Thankful



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Rationale

Good habits which are established early in life continue into adulthood and help to develop good working routines and relationships which in turn lead to personal success and self-esteem. Regular attendance at school underpins success in all areas of the curriculum. This policy is in line with other schools in the area and reflects county and national policy. All pupils should achieve at least 96% attendance, with the aim of 100%.

Actions

In order to achieve this we will:

- Reward good attendance
- Liaise with partner schools
- Regularly raise awareness via newsletter/website

Roles and Responsibilities

All staff

- Sensitively promote importance of regular attendance
- Provide good role models in terms of punctuality

In addition – Office staff

- Contact parents/carers if no call received
- Create letters where attendance is of concern

In addition - Teaching staff

- Record absences accurately
- Liaise with Parent Support Advisor if appropriate
- Contact parents/carers if pupils are unwell
- Monitor patterns of attendance and report to headteacher

In addition – Headteacher

- Action any requests for holiday during term time – unauthorised unless there are exceptional circumstances.
- Liaise with Outside Agencies and other local schools
- Contact parents/carers using standard letter if attendance is a concern
- Monitor pupil lateness

Governors

- Monitor the impact of the policy through the evidence in the termly Headteacher’s report and review annually

Parents/Carers

- Contact school by close of registration on the first day of illness/absence **(9.30am)**
- Avoid holidays during the term
- Provide medical evidence of absence if required

Pupils

- Make every effort to maintain a good attendance record in order to achieve their potential
- Arrive at school on time

Persistent Absence – 10% of absence for any reason

PA children are those who have reached/missed the following number of sessions authorised and unauthorised by the end of each half term. Each day consists of two sessions.

Term 1: up to October break at least 7 sessions (3.5 days absence in the 21/22 academic year)

Term 2: up to Christmas at least 14 sessions (7 days absence in the 21/22 academic year)

Term 3: up to Feb break at least 20 sessions (10 days absence in the 21/22 academic year)

Term 4: up to Easter at least 26 sessions (13 days absence in the 21/22 academic year)

Term 5: up to May break at least 32 sessions (16 days absence in the 21/22 academic year)

Term 6: to end of July at least 39 sessions (19.5 days absence in the 21/22 academic year)

For any pupil who has missed a targeted number of sessions medical evidence will need to be provided for any absence.

Compliance with Somerset County Council's Penalty Notice Code of Conduct, issued on 30.08.2013

Education Safeguarding Service oversee attendance for the Local Authority, their contact details are available from the school office.

At Greenfylde, we try our very best to ensure that every student is successful. It is well known that attainment is linked with attendance and all statistics show that students who attend regularly not only enjoy school life to the full but attain higher grades than those who don't attend regularly

Parents are legally responsible for the regular attendance of their child and the Authority will take appropriate legal action in response to cases of poor attendance. This may include us as a school requesting:-

- Education Attendance Referral
- Fixed Penalty Notice (£60.00 fine per child per parent or carer)
- Court Action for failure to secure regular school attendance.

Penalties may be requested and served to each parent/carer per child:

- where the pupil's absence, perhaps within a rolling academic year, has not been authorised by the school.
- where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. (The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies)

- where term-time leave of absence has not been authorised (authorised leave of absence to take family holidays can only be granted by the school in exceptional circumstances).

From September 2014 we have complied with County expectations by:

To bring us in line with the Crewkerne and Ilminster cluster of schools and Local Authority expectations we will be implementing penalty fines and warning penalty notices for unauthorised attendance which includes unauthorised holidays.

Within the local cluster of schools we have agreed the following:

- The Local Authority will issue families with a penalty fine of £60 per pupil, per parent where any child is absent from school for 10 consecutive unauthorised sessions (5 days). This means that in the future, families can expect a fine of £60 per pupil, per parent for taking a holiday of a week or more. Please note these fines go to the Local Authority and not to the school. Children who are absent from school with illness for a week or more will not be fined and whilst in the majority of cases we will take a parent's word re illness, where there are concerns regarding the length of absence, legitimacy or frequency is questioned then medical evidence will be sought to support the need for absence e.g. prescription, medicine label, appointment card, screen print from the surgery – please note we are not asking for a Doctor's certificate.
- Autumn term 2016 onwards –we will still fine unauthorised consecutive absence of 10 sessions or more where pupil's attendance is below the expectation for the school. At Greenfylde this expectation is 96%.
- Children who have 10 or more unauthorised absences in any 12 week period may receive a warning penalty notice from the Local Authority. Children who receive a notice will be expected to attend school for a given number of weeks without any further absences – otherwise a penalty fine will be incurred. Where a penalty warning notice is issued any illness absence must be accompanied by some form of medical proof.
- There may be exceptional circumstances where leave is granted and these can be put in writing to the school. Where a family's children attend more than one school then these circumstances will be discussed with the other school and if required, advice sought from the Local Authority. Additional evidence may be asked for.
- If you have a child attending another school in CISP (Crewkerne and Ilminster School Partnership) we will consult with that school if a request for absence is made. Please bear in mind that in certain circumstances e.g. poor attendance for one sibling, child in a National examination year, there may be a different decision made by the schools involved however in most cases schools will make the same judgements regarding absence.
- All pupils where attendance is a concern may be referred to Team Around the School to be discussed in a multi-disciplinary meeting. Note – parental consent is not required to discuss your child's attendance at these meetings.

At Greenfylde, we also take lateness very seriously. Persistent lateness can become a problem, as vital information with regards to school work is usually given out at the beginning of lessons.

Students arriving late can miss this which may have a negative effect on attainment. We do have a legal obligation to close the register after the first 30 minutes of morning and afternoon sessions. If your child is late by less than 30 minutes they will be given a late mark. If lateness becomes an issue, further action will be taken.

If a child is more than 30 minutes late for morning or afternoon sessions he/she will legally be considered as absent for part of that morning or afternoon session. Regular lateness of more than 30 minutes may therefore also result in a Fixed Penalty Notice being issued by the Authority and/or further legal action.

In current Covid times we will be mindful of the impact of the pandemic and consider exceptional circumstances in line with Local Authority guidance.