

Author	Headteacher
Date	October 2020
Responsible Individual	Headteacher
Approval/Review Body	Executive
Frequency of Review	12 months. Policies will be reviewed more frequently if legal changes or good practice require

Attendance

Introduction

When pupils join Esland School, they have often experienced a period of time out of school or significant difficulties within school that have led to reduced attendance. This is due to their complex needs which may impact on their ability to manage the emotional, social and environmental aspects of school life. A number of pupils have co-morbid conditions, for example, epilepsy, which may also lead to reduced attendance. In cases such as this, agreement may be made with the Local Authority and the parents for part time attendance for fixed periods of time with the aim to attend full time, as soon as possible. Our expectation is that all pupils achieve their full potential and therefore we aim for all pupils to achieve 100% attendance.

PRINCIPLES AND AIMS

- ✓ To maintain and improve upon current attendance levels through a consistent approach to registration and the monitoring of attendance.
- ✓ To ensure the completion and maintenance of attendance registers. We aim to achieve this by working in partnership with parents, carers and support agencies to encourage and support all children to achieve high levels of attendance and punctuality. Where attendance levels fall, we will work with the Local Authority to make full use of statutory duties available to encourage and ensure excellent levels of attendance. On the rare occasions when these efforts fail to improve attendance, the school will actively seek, in liaison with the Education Welfare Service (EWS), the use of legal remedies.

Actions

- Celebrate success
- Monitor attendance rates and offer support to families where issues are arising.
- Keep and maintain accurate records.
- Liaise with partners, including the Education Welfare Officer.

EXPECTATIONS, ROLES AND RESPONSIBILITIES

School Staff

The teacher in charge of a class must accurately take a register of attendance at the school at agreed times and in accordance with the agreed method.

Attendance Esland – Student

Education Service Policy & Procedure



A designated member of the staff (School Administrator) will on the first day of absence, if no reason for the absence is known, contact the home to ascertain the reason.

The senior leadership team will regularly monitor attendance and contact parents when concerns arise.

Parents/Carers

It is their legal responsibility to ensure that the child attends school. This includes being punctual. When a child is absent it is the parents' responsibility to inform the school at the earliest possible opportunity.

Governance

Esland has a responsibility to review schools' attendance and to monitor this. The Head of Education Services acts as a 'critical friend' and determines targets and the impact of the attendance policies and approaches.

STANDARDS and MONITORING

The School Administrator and Head Teacher will initially monitor attendance.

Children's attendance will be classified in the following way:

97% to 100%	Excellent attendance
95% to 97%	Good attendance
92% to 94%	Requires improvement (potential impact on learning)
Below 90%	Attendance below this level may trigger action by the school

A member of the senior leadership team will check the attendance of all children on a half termly basis. At the end of each half term a summary of every child's attendance will be sent home.

Children who achieve an attendance level of above 95% at the end of a term will receive a certificate at Bronze, Silver or Gold level.

Parents/Carers will be informed by letter if their child's attendance falls below 90%. This communication will be supportive and will take into account individual circumstances. Persistent levels of attendance below 90% are of concern and will be investigated.

If a child's attendance levels approach 90%, they will be discussed with the Local Authority Education Welfare Officer.

Attendance figures are monitored and reported in the Governance reports on a half-termly basis.

Registration

The school registration starts at 9:00am. If any child arrives into class after 9:00am, they will be marked as late. Please see *Appendix 5*.

RECORD KEEPING

Registers and all related correspondence will be kept for a period of six years.

Any correspondence regarding concerns about a child's attendance will be kept in the child's individual file. This will be passed onto the next school at the point of transfer.

ABSENCE REPORTING

Guidance for parents/carers

Absence Due To Illness

DAY 1

Parent/carer to 'phone the school on **01476 855604** by 9.00am on the day of absence to confirm the following:

- Child's name
- Reason for absence ("unwell" is not sufficient, more details are required)
- Time/date of Doctor's appointment (if made)

DAY 2 As DAY 1

DAY 3 As DAY 1

Note:

If your child does not return to school on DAY 3, then from DAY 4 onwards, the school reserves the right to ask parents/carers to provide supporting medical evidence, eg appointment card/letter; note from GP, specialist's report, copy of prescription, before consideration will be given whether or not to authorise the absences (wholly or in part).

DAY 4+

Parent/carer to 'phone the school by 9.00am on each subsequent day of absence until either:

- Child returns to school, or
- As otherwise agreed with a senior leader of the school

Any child accumulating 15 school days (30 sessions) of authorised absence due to illness within an academic year (consecutively or non-consecutively and not for a known and significant on-going health condition) will result in a meeting being arranged with

parents/carers to plan a way forward. This is to ensure that the school is appropriately meeting the individual child's educational needs.

The coding of any absence from school, for whatever reason(s) given, is ultimately at the sole discretion of the Headteacher; therefore the school may request sight of relevant evidence to support an absence of any length of time.

It is the responsibility of the parent/carer to obtain the relevant evidence to support any absence from school.

Unauthorised absences of 5 days (10 sessions) or more in any 12 weeks period may result in your child's case being referred to the Education Welfare Service for support and advice.

Term-time Leave Requests, including holidays

Parents/carers have no entitlement to take their child out of school during term-time. Any requests for term-time leave, up to a maximum of 10 school days in an academic year, must satisfy the following conditions before they will be considered by the Headteacher:

- Exceptional circumstances apply, eg forces personnel; significant year- round seasonal employment restrictions (a letter from the employer stating this effect must be provided); unforeseen family circumstances etc. Financial reasons are NOT an exceptional circumstance.
- Requested in advance of the proposed dates (at the earliest possible opportunity and at least four weeks' notice.)
- A definite return date provided – **any child not returned to school on the expected date will be considered a 'Child Missing from Education' and will be referred to the Education Welfare Service as a safeguarding concern. This may trigger a home visit and involvement from the local police.**

APPENDICES:

Appendix 1 Advice to parents/carers

Appendix 2 Request for Term Time Leave Form

Appendix 3 Approval Letter

Appendix 4 Letter of Refusal

Appendix 5 Registration/Late registration flowchart

APPENDIX 1

TERM TIME LEAVE

ADVICE TO PARENTS/CARERS

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1st September 2013.

The amendments made it clear that Headteachers may only grant leave of absence during term time for exceptional circumstances. Any request for leave must be made in writing to the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education (DfE). However, from discussion with the DfE and professional associations, it is suggested that exceptional leave would be:

- Rare
 - Significant
 - Unavoidable
 - Short
- (National Association of Head Teachers, 2014)

Taking a child on holiday in term time interrupts learning and teachers have to spend time helping children catch up when they return. Parents/Carers should arrange holidays during the school holiday periods. The School is open 190 days per year which leaves 175 days of the year for holidays.

Government website link

<https://www.gov.uk/school-attendance-absence/overview>

APPENDIX 2

REQUEST FOR TERM-TIME LEAVE

To the Headteacher, Esland School

Class

I wish to apply for term time leave for

Name

from

to

inclusive

The ***exceptional reasons*** for this request are:

Signature
(Parent/Carer)

.....

Date

.....

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

APPENDIX 3

APPROVAL LETTER

Dear

Name of Child:

Re: Request for Term Time Leave

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

The leave is from

to

Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

Signature
(Head Teacher)

.....

Date

.....

APPENDIX 4

LETTER OF REFUSAL

Dear

Name of Child:

Re: Request for Term Time Leave

You have requested School days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

Other

Please be aware that if you decide to proceed with the unauthorised term time leave the school will inform the Local Authority who make take further action.

Signature
(Head Teacher)

.....

Date

.....

APPENDIX 5

