



# Attendance Policy

## Upton for Inclusion

This policy was written by those leaders responsible for monitoring attendance in the Upton Education Improvement Partnership (EiP) schools and in consultation with The Local Authority. The policy is written in line with the legislation 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013.' This policy will be reviewed at appropriate intervals.

### Policy Statement

All children need to attend school for the full 190 days of the academic year in order to receive their educational entitlement and to make the most of that education. Children with poor attendance tend to achieve less well in both primary and secondary school. All schools within the EiP will follow procedures that comply with the law, relevant education legislation and codes of practice, other relevant national/local requirements which aim to achieve best practice for all groups of children.

### Principles

The EiP Policy is founded on the following key principles

- ✓ good attendance will be promoted and absence reduced, including persistent absence
- ✓ every child will have access to a full-time education to which they are entitled
- ✓ any patterns of absence will be acted upon early in collaboration with pupils, parents and The Local Authority
- ✓ parents will be held accountable in performing their legal duty of ensuring that their children of compulsory school age attend school regularly
- ✓ children will be punctual to lessons

### Policy in Practice

#### Punctuality

School starts at 8.40am and all children are expected to be in their form room at 8.40am. Children arriving after that time must come into school via the main entrance and sign the late sheet stating the reason for lateness. The register is recorded at 8.40am and at 9.15am the register is closed. Children arriving after this time will receive an unauthorised absence. Persistent unauthorised absences may result in the Local Authority issuing a Fixed Penalty Notice.



## Absence

Absence is recorded legally as '**authorised**' (approved by school) or '**unauthorised**' (not approved by school). If the reason for absence is medical parents are required to telephone the school office by 8.40am on the first day of absence. When school has not been informed of the reason for absence attempts will be made to contact a parent. Failure to contact a parent may result in the school contacting The Local Authority or Social Care.

Parents requesting **Leave of Absence** for any reason other than medical must complete the form (Appendix 1) in advance. All leave of absence is at the Headteacher's discretion. In making a decision to authorise leave of absence the Headteacher will consider if the absence is due to exceptional circumstances:

- the parent is due to go on tour or has just returned from tour within the **Armed Forces** (Services)
- **Family Crisis** (adoption; bereavement; additional medical needs)
- **Religious Observance** by the religious body to which the parents belong
- Participation in a **supervised sporting activity** approved by the school
- **Medical or dental appointments** (non routine)
- **Modelling or special stage performances** (as long as it can be proved that the education of the child does not suffer)
- **Examinations**

## Leave of Absence due to Family Holidays

Leave of absence due to a family holiday during term time will not be authorised unless the reason meets the exceptional criteria above. In response to your leave of absence request a decision will be made and a letter sent to you within 5 working days (Appendix 2). If leave of absence is authorised a date to return must be agreed with the Headteacher. A child who is absent longer than the 5 days after an agreed date can be legally removed from the school register and the parent may be liable to prosecution.

When the leave of absence is 'unauthorised' and a child incurs 10 unauthorised absence marks in a term i.e. five school days, a **fixed penalty notice** will be issued. The current rates payable by parents are £60 where the amount is paid within 21 days and £120 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

**Appendix 1 Form for any request of non-medical leave of absence**

<b>Name of School</b>			
<b>Name/s of Child/ren</b>		<b>Year Group/s</b>	
Do you have any other children in other schools? If yes please write name of child/ren and school.			
<b>State reason for absence</b>			
<b>First day of absence</b>		<b>Total number of school days missed</b>	
<b>Return date to school</b>			
<b>Signature (Parent)</b>		<b>Date</b>	
<b>Signature (Parent)</b>		<b>Date</b>	
<b>For School Office Use Only</b>			
<b>Acknowledgement of reply for Leave Of Absence</b>			
<b>Headteacher's Decision</b>			
Authorised Absence		Unauthorised Absence	
<b>Reason for Authorised or Unauthorised Absence</b>			
<b>Signed (Deputy Headteacher)</b>		<b>Date</b>	
<b>Copied to Parents</b>		<b>Register Code</b>	