



***Linby cum Papplewick C.E. (Aided)
Primary School***



Nottinghamshire
County Council

Attendance Policy

Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them.

Promoting excellent attendance is the responsibility of the whole school community. All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

School Responsibilities:

- We will promote positive behaviour and attendance through use of curriculum and learning materials and will recognise good attendance appropriately.
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities:

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time – this will only be authorised in exceptional circumstances
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness

- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

Absence:

We show authorised and unauthorised absences as a yearly statistic. This is reported to parents annually in their child's end of year report and the school data is reported in the school's Prospectus.

It is the parent's responsibility to notify school of the reason for a child's absence. If your child is off for a period of time **please notify by phone before 9.00am each day** – a message may be left on the answer phone (0115 9634282), by text message (07717989974) or by e-mail (office@linby.notts.sch.uk). Children who arrive in school after register has been marked (registers need to close no more than 30 minutes after the start of sessions) will have their name entered in a late book, unless special circumstances have been agreed. Registration takes place at 8.50a.m. – morning session & 1.25p.m.- afternoon session. Lunchtime is between 12.15p.m. & 1.25p.m. Any children being taken out of school for dentist, doctor's appointments etc. will need to be signed in and out of a book. This is kept in the entrance hall, outside the school office.

We strongly discourage holidays during the school term – they disrupt learning and put your child at a disadvantage especially when they are taken at the beginning of term or during assessment weeks. In exceptional circumstances when holidays are taken during term time they **must be authorised** by the Headteacher.

The Local Authority will be informed of the absence of any child for a continuous period of 10 days or more without school's permission & the school should will involve the Local Support Team and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern.

A record of absences is kept and reviewed each half term. If a child's absence record is causing concern, parents will be invited to discuss the reasons for this with the Head teacher. (**Definition of persistent absence:** *Persistent absentees are defined as those pupils missing around 10% or more of possible sessions.*)

Absence data is monitored by the Pupil & Personnel Committee of the Governing Body termly and reported to the full Governing Body in the Head Teacher's Report termly.

Absence will be authorised for families to attend funerals or associated events.

Gift vouchers are presented at the end of the school year for exemplary attendance.

As a school we support the D.F.E.E.'s statement "**Attendance at school must be regular. Irregular attendance undermines the educational process and leads to educational disadvantage**".

The importance of good attendance and its link to attainment:

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. February 22nd 2015 Department of Education). The research is based on data from all schools in England going back several years.
- The results are very clear – missing even small amounts of time from school can have a significant effect on achievement. For example, at the end of the 2012/13 Academic year 94% of pupils who were present all the time achieved 5+ GCSE A* - C or equivalent. Where attendance dropped to between 85 and 90% only 75% of pupils achieved these results. This equates to an absence of around 1 week per year during Years 10 and 11 and clearly illustrates the impact of attendance on attainment. The same pattern is also seen at primary school level, where pupils missing up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve level 5 or above in reading, writing or maths tests than those with no absence.

The Governing Body reserve the right to Use of Local Authority Fixed Penalty Protocol as a parental measure to improve pupil attendance in accordance with the Department of Education at the discretion of the Head Teacher in consultation with either the Chair of the Governing Body or Pupil & Personnel Committee.

Admissions Register:

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they;

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Elective Home Education:

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents

from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.

This Policy is reviewed by the Pupil & Personnel Committee for ratification by the Full Governing Body.

Policy Date: Spring 2016
Review Date: Spring 2018

Based On Staffordshire Model Attendance Policy May 2015