

# Policy on Attendance

## MUGGINTON CofE PRIMARY SCHOOL

Reviewed	26 <sup>th</sup> November 2018
HT	J Green
CoG	D Walton
Future Review	<i>Autumn 2019</i>

# **Mugginton CofE Primary School**

## **Attendance Policy**

This policy has been written in accordance with the Christian ethos of our school, our recognition of British values, an awareness of our position in the Global community and taking account of all current Safeguarding and Child Protection guidance.

### **1. Introduction**

Within the Christian ethos of our school, Mugginton CofE Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parent who give low priority to attendance and punctuality.

To meet these objectives Mugginton CofE Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

### **2. Statutory Framework**

In developing this policy, account has been taken of:

- Education Act 2002
- The Education (Students' Attendance Records) Regulations 1991
- The Education (Student Registration) Regulations 1995 (amended 1997)
- Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 1571/1999)

### **3. Aims**

- To improve the overall attendance percentage of pupils at school
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and Governors.
- To further develop and maintain positive and consistent communication between home and school.

### **4. Objectives**

- The annual attendance targets are set in the Autumn term of each school year. These are detailed in the Headteacher's report to the Governing body.

### **5. Statutory Responsibilities**

- The Education Act 2002 states that parents have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16 year olds) receive a suitable education, either by regular attendance at school or otherwise. It is the responsibility of the LA to ensure that parents meet these responsibilities. Parents found guilty of school attendance offences could be subject to fine or in extreme cases a period of imprisonment.
- The school is required to inform the LA if a pupil fails to attend regularly or has been absent without an explanation, for a continuous period of 10 days and the absence is treated as unauthorised. Heads can notify the LA earlier if there are areas for concern.

- All schools must keep two registers of pupils:
  - the admissions register, which records the personal details of every pupil at the school, and
  - the attendance register which records every pupil's attendance at every session the school is open to pupils.

The contents and maintenance of the school registers is governed by the Education (Pupil Registration) (England) Regulations 2006 (Statutory Instrument 1571/1999)

## 6. Procedures

### 6.1. Pupil Registration

The school maintains two registers of pupils:

- An admission register (known as the school roll) and
- an attendance register.

### 6.2. Admission Register

The following information is recorded in the admission register

- Pupil's full name
- Pupil's gender
- Pupil's date of birth
- Date the pupil was admitted to the school
- Name of the school the pupil last attended
- Name and address of every parent and carer of the pupil that is known to the school
- Which of these parents and carers the pupil normally lives with
- Emergency contact details of the parents and carers.

This information is kept in the Office.

### 6.3. Attendance Register

The attendance register is taken and electronically recorded at the start of each morning session and during each afternoon session. On each occasion, it is recorded whether every pupil is:

Present

Absent (with reason for absence)

It is also recorded whether the absence of the pupil was authorised or not.

The registers will remain open for ten minutes. Any pupil arriving after this time will be marked as late. Where children are regularly late for school, the school will write to parents informing them of the schools concerns and offering support and help to rectify the situation.

If lateness is consistent and parents have not responded to support from the school, then a referral will be made to the Educational Welfare Service.

It is important that registers are marked regularly and accurately as they are a legal document and are admissible in a court of law.

**Authorised absence** is where the school has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence.

All other absences must be treated as unauthorised.

### 6.4. Absence notes

The school requires notification of reason for absence on the first day of absence, usually by telephone. A written note explaining reasons for absence should be sent into school when the child returns or the parent may speak to the Headteacher or class teacher.

Following advice from the LA, parents of pupils at Mugginton Primary School have been advised that pupils who experience vomiting or diarrhoea may not return to school until 48 hours have elapsed after the last incidence of sickness or diarrhoea.

#### **6.5. Leave of absence in term time**

The school actively discourages the taking of leave of absence during term time, although in exceptional circumstances allowances may be made.

Parents/carers may request leave of absence for exceptional circumstances in writing and submit this to the school at least 2 weeks prior to the intended period of absence. The school will respond within one week.

The school will send a letter confirming Leave Approved or Leave Denied, within one week of receipt of the holiday request.

The Education Welfare Service will serve a penalty notice for any period of holiday during term time that has not been authorised by the Headteacher.

Work will not be given to any child taken out of school for holidays.

#### **7. Attendance Strategies**

The school operates a number of awards and incentives for good attendance. Each half term every child with 100% attendance is acknowledged in the achievement assembly. At the end of each academic year we present a certificate to every child who has 100% attendance and a notice is put in the newsletter.

It is made clear to parents and to pupils that unwell pupils should not come to school.

#### **8. Reporting**

The School Administrator reports weekly attendance figures to the Head Teacher.

The Head Teacher reports attendance figures each term to the Governing Body.

#### **9. Monitoring and Evaluation**

The attendance figures and attendance strategy are reviewed each term by the Governing Body.

#### **10. Further References – attached to this policy**

Department for Education: Guidance on The Education (Pupil Registration) (England) Regulations 2013.

Use the Derbyshire County Council website ([www.Derbyshire.gov.uk](http://www.Derbyshire.gov.uk)) to find the following documents.

Advice on using Absence and Attendance Codes

Guidance for Headteachers on Family Holiday Requests during Term Time

Holiday Authorisation Calculation Chart

Penalty notice process

Model for a School Attendance Policy

Mugginton CofE Primary School Child Protection and Safeguarding Policy