



**Pinhoe C of E Primary School and
Pre-School
Woodbury C of E Primary School**

Attendance, Punctuality Truancy Policy

Date written	September 2020
Date approved	September 2020
Approved by	TLC
Review Date	September 2021

Federation Mission Statement:

We believe that our Federation, underpinned by Christian values, is a wonderful place to grow, with the teachings of Jesus at the very heart of all we say and do. It is an exciting and loving community in which to learn, teach and explore, with high expectations of social and academic excellence. By understanding ourselves, our skills, our talents and one another, we can make a difference to the world now and in the future.

Attendance, Punctuality and Truancy Policy

Introduction

Cedar Tree Federation is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a federation we do all we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Across the Cedar Tree Federation we celebrate achievement. Attendance is a critical factor to a productive and successful school career. We actively promote and encourage 100 per cent attendance for all our pupils.

The federation gives high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are issues which affect a pupil's attendance we investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We adopt a clearly focused approach aimed at returning the pupil to full attendance.

Objectives

- To encourage full attendance and punctuality;
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence;
- To ensure a consistent approach throughout the school.

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry is made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

What is expected of the pupils?

- To do all they can to attend school regularly and punctually;
- To talk to a member of the staff if there are reasons, beyond their control, that prevent them being punctual and attending regularly.

What is expected of the parents?

- Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly;
- To keep requests for their child to be absent to a minimum;
- To offer a reason for any period of absence;
- To phone the school to explain the reason for absence within 30 minutes of the start of the session;
- To ensure that their child arrives at school, on time, appropriately dressed and equipped for the day;
- To work closely with the school and the EWO (Education Welfare Officer) to resolve any problems that may impede a child's attendance.

What is expected of our schools?

- Our schools works towards ensuring that all pupils feel supported and valued;
- Our schools sends a clear message that if a pupil is absent, she/he will be missed;
- Our schools consults with the whole learning community and the Education Welfare Service to maintain and promote full attendance;
- Our schools ensures that all staff are aware of the requirements of the registration process;
- Our schools phones parents to ascertain a reason for absence on the first morning of the absence;
- Our schools informs parents of unauthorised absences and unacceptable levels of attendance, below 94%;
- Our schools will promote positive staff attitudes to pupils returning after absence;

Procedures

Session times: Whole school: Morning Session: 8.50 – 12.00, 12.00-13.00 (KS1 Lunch) 12.15-13.15 (KS2 Lunch) Afternoon session 13.00/13.15 – 15.15

These have been adapted within each school where necessary, during the Covid 19 pandemic.

Registration

Registers are completed twice a day using the appropriate codes.

Children who arrive after 9.00 report to the office. Children who arrive between 09.00 and 09.10 should be recorded as L for late. Children who arrive after 09.10 are entered on the register as unauthorised absent for the whole of the morning session. The reason for lateness is recorded. The school will text and then telephone parents of absent children if no reason for absence is received by 09.30.

If the school is unable to ascertain the whereabouts of any child who is absent, by using the contact numbers retained by the school, it may be necessary to inform other agencies, including the police, the Education Welfare Service or Social Care as appropriate that a child is absent and that the school does not know where he/she is.

Requests for Leave of Absence

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013 and our school will abide by this regulatory change.

The **Education (Pupil Registration) (England) Regulations 2006** previously allowed the Headteacher to grant leave of absence for the purpose of a family holiday during term time in "special circumstances".

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold. The amendments make clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if the leave is granted.

If a parent wishes to request a period of leave under exceptional circumstances criteria, an "Absence Request Form S2" should be obtained from the school office, completed and returned to the Headteacher clearly stating the reason why. Requests for leave of absence, including leave in term time, will be considered individually and granted in very exceptional circumstances only. No child is automatically entitled to leave of absence during term time. We will not authorise requests for holidays in term time unless there is an exceptional and justifiable reason to prevent family holidays being taken during school holiday dates. In order to maximise each child's attendance any medical appointments taken during school need to be evidenced either by sight of a booked appointment on a phone or an appointment card or letter.

Monitoring

The Attendance Officer, Heads of School and EWO monitor attendance. Children who fall below 94% are referred to the HOS who may send out an initial letter stating that the low attendance has been noted or invite the parent/carer into school for a meeting. If the low attendance persists the HOS refers the family to the EWO and informs the Executive Headteacher who will contact the parent/carer to discuss attendance issues. The EWO will pursue the matter until a satisfactory solution is found. This may involve a penalty notice being served through the Local Authority and in serious cases, court action being taken.

Target setting

The HOS and EWO together set attendance targets annually. The HOS and EWO monitor the progress of the attendance targets at least termly.

Excessive authorised absence

The federation accepts that some children will be absent occasionally because of ill health and that in some cases chronic health conditions mean that certain children may be unable to sustain regular attendance. However, except in particular individual cases, the school authorises no more than 20 half day sessions of absence for illness in an academic year. A doctor's note, or similar medical evidence, will be required in order to authorise absence in excess of 10 sessions.

Date of Review	Next Review	Governors' Committee
September 2020	September 2021	TLC

Chair of Governors:

Date: