

---

## Attendance Policy

### 1. MISSION STATEMENT

Hasland Junior School expects every child to attend school every day unless they are ill or there is a valid and approved reason, for being absent.

We support the fact that there is a positive link between good attendance and attainment.

We believe that children who attend school regularly will make better progress than those with higher absence levels. We believe that the most important factor in promoting good attendance is developing a positive attitude to school and learning by both parents/carers and pupils. To this end we strive to make our school a happy and rewarding experience for all children.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

### 2. STATUTORY DUTIES

We take into account the following –

The Education Act 1996

The Education (Students' Attendance Records) Regulations 1991

The Education (Student Registration) Regulations 1995 (amended 1996)

Social Inclusion: Student Support, DfES Circular 10/99

### 3. AIMS

The Policy sets out to achieve:

Improved attendance year on year, aiming for the nationally expected level of at least 95% or above

A close partnership with parents/carers

A close partnership with the Education Welfare Service in monitoring attendance

---

## 4. RESPONSIBILITIES

### Parents

It is the responsibility of every parent/carer to ensure his or her child attends school regularly. The Education Act 1996 states:

Section 7 – “The parent/carer of every child of compulsory school age shall cause him to receive efficient full-time education suitable to: his age, ability, aptitude.....either by regular attendance at school or otherwise”

Section 444 – “If a child of compulsory age who is registered at a school fails to attend regularly at the school, his parent/carer is guilty of an offence”

### The School

The school has a responsibility to monitor attendance, work in partnership with parents/carers and put procedures into place that will improve attendance. At Hasland Junior School this will be a joint approach between the Governors, Headteacher, class teachers and support staff. Attendance will be an item for discussion at Governors’ meetings. The school will liaise with appropriate agencies to improve attendance and with the other Hasland Schools to co-ordinate a uniform approach to attendance.

### The LA

The LA has a responsibility to work with school to improve attendance. The school will work in partnership with other agencies, which will be in regular contact with the school. They will provide advice, support and initiatives to raise the whole school attendance. They will follow-up cases of poor attendance that are referred by the school. There will be a termly meeting when whole school attendance and school procedures are reviewed. There will be an annual meeting between the school, the ESO and the MAT manager to plan attendance monitoring for the next school year.

## 5. SCHOOL PROCEDURES

### Induction Meeting

Parents/carers will be made aware of the school’s policy at the induction meeting for new parents. A reminder letter will be sent to all parents at the start of each school year.

### Arrival and Registration

- Parents/carers are expected to ensure that all children are in school when registers are marked each day at 9.00 a.m. and 1.00 / 1.15 p.m. Children who are not present when the register is called will be classed as “absent at registration” Registers will be kept “open” until 9.10 a.m. Children who arrive after this time will be classed as absent from school for the session.
- It is essential that children arriving and leaving school with a parent or appointed adult outside the normal school hours are signed in and out from the school office. This register is used in case of emergency or fire drill.

### Illness or medical appointments

- If a child is absent due to illness, parents/carers are expected to inform the school on the first day of absence by telephone or letter if a phone is not available. Any absence that is unexplained will be followed up by the school on the first day.

- 
- Every effort should be made to arrange medical appointments outside of school hours. If a child has to attend a medical appointment that cannot be made at any other time prior notice should be given to the class teacher or school office and the register will be marked accordingly. The child should be returned to school directly after the appointment

## 6. DEFINITIONS

**Authorised Absences** – An absence is classed as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Only the school can make the absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be authorised. For example, if a parent takes a child out of school to go shopping during school hours this will not mean it is an authorised absence.

**Unauthorised Absences** – An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

## 7. IF A CHILD IS ABSENT

- When a child is absent the class teacher will record the absence in the register
- The school office will endeavour to contact the parent or guardian, if no message has been received giving the reason for the absence.
- Parents are expected to leave an answer phone message, telephone or e-mail the school by 9.00 am on the morning of the day of absence to inform the school that their child will be absent. They are asked to state a reason.
- If there is any doubt about the whereabouts of a child the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian in order to check on the safety of the safety of the child. Phone calls will be made to parents / guardians on pupil information forms. Where no contact can be made, staff will visit the home and attempt to make contact with the family either through conversation or letter.

## 8. THE EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995

*Section 8(1) "Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school". Section 8(3) of this act gives the school the discretionary powers to grant leave of absence of the purpose of a holiday during term time."*

**HOLIDAY IN TERM TIME IS NOT AN ENTITLEMENT AND IS STRONGLY DISCOURAGED BY THE GOVERNMENT, LOCAL AUTHORITY AND THE SCHOOL.**

## 9. HOLIDAYS IN TERM TIME

- **In line with government legislation, with effect from the Autumn term 2013, the schools will make changes to the way holidays are authorised. Amendments made by the government to the 2006 Education Regulations will 'remove any references to**

---

the authorisation of family holidays' therefore headteachers may not grant any leave of absence during term time unless in exceptional circumstances'.

- It is not a parent/carers right to take children on holiday in term time and the Headteacher will only authorise any leave of absence in exceptional circumstances.
- The absence request should be made on a leave of absence request form available from the school website or school office. The Headteacher will respond to all requests in writing. If a request is turned down by the Headteacher and the parents/carers choose to go ahead with the leave, it will be recorded as unauthorised and the Local Authority may issue a penalty notice which carries a fine of £60 per parent per child. Other penalties can also be incurred if this is not paid.

## 10. EXAMPLES OF WHAT MAY CONSTITUTE EXCEPTIONAL CIRCUMSTANCES

- To have a short absence to attend a family wedding (ceremony) or family funeral
- For religious observance
- Prison visits.

## 11. REPEATED ABSENCE AND LONG-TERM ABSENCE DUE TO ILLNESS

- When children have an illness that means they will be away from school for over 5 days the school will do what it can to give advice about work that can be undertaken at home so that their school work can be maintained.
- If the absence is likely to continue the school will contact support services for how learning can be maintained at home.
- **If a child has repeated/excessive absences for illness the Headteacher reserves the right to ask for medical confirmation. The case may be referred to the school's Family Resource Worker (FRW) and/or Derbyshire County Council (DCC) for consideration regarding penalty notices.**

## 12. REPEATED UNAUTHORISED ABSENCE

- Unauthorised absences remain on the child's record and may be reported to the school's Family Resource Worker and / or Derbyshire County Council (DCC).
- Attendance and punctuality are monitored by the school. If a child has a repeated number of unauthorised absences the parents/carers will be written to and invited into school to discuss the problem.
- The FRW may visit the home and seek to ensure that the parents / carers understand the seriousness of the situation.
- DCC has the right to consider taking legal action against any parent / carer who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

---

### 13. REPORTING TO PARENTS/CARERS

Parents/carers will be provided with the child's attendance figures yearly. Regular lateness and any attendance **which raises concern** will be responded to by the sending of a letter stating the concerns, the attendance details and offering a meeting with the parent / carer.

The Headteacher will always be happy to meet with parents/carers to discuss any issues that may affect a child's attendance.

### 14. REWARDS FOR GOOD ATTENDANCE

Good attendance will be encouraged in the following ways –

Weekly assembly to consider the attendance for each class.

Weekly attendance of each class will be displayed.

Termly prizes awarded to the year group with the best attendance.

A special prize for 100% attendance throughout the Junior School.

### 15. REPORTING

**The admin assistant responsible for attendance will provide a weekly summary attendance report and more detailed reports on a termly basis, or where necessary, to the headteacher. The headteacher will then base any communication to parents / carers on this data.**

The Headteacher will provide an attendance report to the Governing Body annually.

### 16. REVIEW

Review Date: January 2022

Date : January 2020