

ATTENDANCE POLICY



NANSTALLON SCHOOL



NANSTALLON VISION 2020: *Everything we do is focused on giving every child the best teaching, environment, experiences and opportunities regardless of background and circumstance.*

Ratified by Governors	October 2018
Date for Review	October 2020
Signed by Chair of Governors	(Sheena Morton)

Rationale:

This is a successful primary school and you and your child play a part in making it so.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

There is a clear link between regular attendance and pupil attainment and progress. If pupils are to make the most of the opportunity that school offers they need to be in school. Any pupil's absence disrupts teaching routines so may affect the learning of other children in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, governors and all members of school staff.

Legal Requirements:

Parents have a duty to ensure that their children receive full time education. The Education Act 2002 places the responsibility for enforcing school attendance on the Local Authority. Legal action will be instigated against parents/carers in relevant circumstances using the wide range of available options including:

- Penalty notices;
- School attendance orders;
- Section 444(1) and (1) (a) of the Education Act 2002.

Any absences should be reported by telephone before 8.45am on the first day of absence, and if possible the predicted date of return given.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent.

If a pupil of compulsory school age is absent, every half-day absence has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only the school can authorise the absence, not parents. This is why information about the cause of each absence is always required.

Parents are expected to contact the school at an early stage and to work with us to resolve any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Service at the Local Education Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

Attendance target:

Nanstallon school target is 97% - this allows for unforeseen pupil illness. Over the course of the year 97% attendance is equivalent to an attendance rate of 184 days out of 190.

Improving Attendance:

To help us all improve attendance, we will:

- ✓ Communicate attendance rates in our letters home and in assemblies with the children
- ✓ Celebrate good attendance in assembly
- ✓ Communicate with you each half term if we have concern about absence that is close to or below 95%
- ✓ Celebrate good and improving attendance

Attendance Coding:

Authorised Absence is an absence that is unavoidable.

- Illness
- Unavoidable medical appointments in school time
- Other emergencies – e.g. sudden family bereavement

Please ensure all medical appointments are taken out of school time wherever possible, or at the very least the beginning or end of the day. The school may need to request medical evidence if absences become a concern – Nanstallon School wants to support all families, so please talk with us about any issues.

Unauthorised Absence:

Unauthorised absences are those that the school does not consider reasonable.

- Truancy
- Parents keeping children off school for no good reason
- Children who arrive at school late
- Shopping trips
- Holidays

➤ A child's birthday

Lateness will be recorded in the registers as follows:

Y3, 4, 5 & 6 8.50am - 9.00am – Late Code

Y3, 4, 5 & 6 After 9.00am – Unauthorised Absence Code

Reception, Y1 & 2 9.20am – 9.30am – Late Code

Reception, Y1 & 2 After 9.30am – Unauthorised Absence Code

Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Please come and talk to a member of school staff, so that we can work together to support your child to attend school.

Fixed Penalty Notices:

Penalty Notice Fines will be issued in line with the Cornwall Code of Conduct.

Penalty Notices can only be issued in cases where a pupil of compulsory school age has been absent and the absence has not been authorised by the school or where the pupil has persistently arrived late after the register has been closed. The minimum level of absence that is necessary before a Penalty Notice can be issued in any circumstance is 10 or more half-day sessions, i.e. the equivalent of 5 school days, of unauthorised absence in any 100 sessions (10 week period). In cases where more than 20 sessions of unauthorised absence occur within 100 sessions (10 week period), prosecution under the Education Act (1996) may be considered as an alternative to a Penalty Notice.

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

When can Penalty Notices be issued?

When a pupil has had 10 or more half-day sessions i.e. the equivalent of 5 school days, of unauthorised absence during a period of 100 sessions (10 school weeks) and parent has been previously warned. This includes term time holidays where the parent has been informed that a Penalty Notice may result from such unauthorised absences.

Summary:

Nanstallon Community Primary School is committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible. Everything we do is focused on giving every child the best teaching, environment, experiences and opportunities regardless of background or circumstance.

Linked policies:

Positive Behaviour
Parent Code of Conduct
Cornwall Code of Conduct for Issuing Penalty Notices
Penalty Notice Guide for Education Welfare Officers and Schools