

St. Michael & All Angels Primary School



Attendance Policy

This policy was adopted on	Date:
By Name:	
Position:	
Signature:	on behalf of St. Michael & All Angels Primary School
This Policy was updated in January 2016 & will be reviewed or replaced no later than January 2018 Version 3.2	

St. Michael & All Angels Primary School

Attendance Policy

As a school we aim to:

- maintain an attendance rate of a minimum of 97%;
- maintain parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important because:

- statistics show a direct link between under-achievement and poor attendance;
- regular attendees make better progress, both socially and academically;
- regular attendees find school routines and school work easier to cope with;
- regular attendees find learning more satisfying;
- regular attendees have an easier transfer to secondary school.

As a parent you can help us by:

- ringing on the first morning of all absences with the reason and saying when the child will return;
- arranging dental and doctor's appointments out of school hours or during school breaks;
- sending in medical proof for all absences explaining the reason for absence on your child's return to school after an illness;
- keeping us updated by telephone or letter if your child has an extended period of absence due to illness.

We shall:

- follow up unexplained absences by phone calls and letters as soon as possible;
- remind parents of the importance of regular attendance and punctuality in newsletters, the school website and the Home-School agreement;
- publish our attendance rate weekly in the school newsletter;
- acknowledge and reward good attendance;
- publish your child's attendance rate on her/his annual school report (and termly Pupil Review days);
- let you know if we have concerns regarding your child's attendance;
- if we continue to have concerns make a referral to the School Welfare Service, who visits the school regularly to review and support attendance matters.

Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill and proof of illness is made available to school, family bereavement or religious observance.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- absence where no medical proof is provided;
- waiting on a delivery;
- going shopping or for a hair cut;
- going for a family day out;
- because it is your child's birthday;
- sleeping in after a late night;
- shopping for new school clothes;
- unapproved holidays;
- where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Unauthorised Absences have to be reported to the Local Authority. The Education Welfare Service may contact you and consider taking legal action against you if your child has continued unauthorised absences.

Punctuality

Morning registration is at 8:55am. This is the time your child must be in the classroom, so you need to ensure your child is coming through the school gate by 8:50

It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.

If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.

Arrival after the close of registration at 9.25 am may be marked as unauthorised absence in line with the DfES guidance.

We will let you know if we have concerns about your child's punctuality.

Children who remain uncollected at the end of school time will be referred to a place of safety if not collected, or the school has not been contacted by school closing time. If a child is left in school at the end of the school day without the school being informed we will inform Children's Services (formally known as Social Services).

Term Time Leave of Absence

We are always concerned about the amount of teaching time pupils miss as a result of absences. **There is no entitlement to time off in term time.** Leave of absence is only allowed at the discretion of the head teacher in accordance with the school policy as agreed by the governors

It is our policy:

- that only in very, extreme, exceptional circumstances will leave of absence be granted;
- parents wishing to apply for leave of absence in term time need to fill in an application form well in advance of the date and clearly state the reason for the absence. Please ask the school office for a form; the Schools attendance lead / Head Teacher will consider your request and advise you of his/her decision, (possibly asking to meet with you to discuss) further time off than allowed will be unauthorised and you risk your child being taken off the school roll;
- if the school does not agree and you take your child out of school, the absence will be unauthorised;
- throughout the school year any pupil with 10 Sessions of absence (5 School days) during a ten week period can be issued with an Education Penalty Notice, by the Knowsley Education Welfare Service, and this could also lead to prosecution;
- failure to ask the school for a Leave of absence, prior to a child being off (unless medical proof is shown) may also lead to a Penalty Notice being issued, by the Knowsley Education Welfare Service, and this could later lead to prosecution;

- **failure to ask the school for a Leave of absence, prior to a child being off may also lead to your child being declared "missing" which will result in a referral to Education Welfare services / Children's Social Care;**
- Education Penalty Notices can also be issued for lateness. In cases where a child persistently arrives at school after the register has closed and has lost ten unauthorised late marks within a period of no more than 10 weeks.
- please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A good understanding of the work can only take place when the pupil is in the classroom.

Leavers

If your child is leaving (other than at the end of Year 6 to go to High School), parents are asked to:

- give the school full information about their plans including date of move, new address or at least the town you will be moving to, A new school and start date must be stated, and reasons for moving;
- take our school's compliments slip so the new school can easily contact us and records be transferred;
- let us know when you move.

Remember: We cannot take your child off our school roll until your child starts in the next school. Both **you** and the next school must inform us of the start date. Failure for you to inform us of a forwarding school will result in your child being classed as missing and we have to inform the local Authority and Police of their missing status.

Children Missing Education

When pupils leave and you have not given us the above information, and cannot contact you, then your child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formerly Social Services) the Police and other agencies, to try to track and locate your child.

By giving us the above information, unnecessary investigations can be avoided.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. Liverpool School Improvement Education Welfare Service, is working with St Michael and All Angels Primary School to promote good attendance by engaging with parents at the earliest opportunity when children are absent from school . The aim is to ensure pupils attend regularly and on time to avoid possible legal action being taken.

However in some cases, if attendance does not improve School Improvement Liverpool EWS may make recommendations to Knowsley Council that parents are prosecuted (taken to court) or have to pay a Penalty (fine) issued if unauthorised absences continue.

We value your support in helping us to maintain high standards.

Child Protection Statement

At St Michael & All Angels Primary School, we believe that every child has the right to be safe and therefore to be cared for in a way that ensures her/his safety and meets her/his individual needs. We recognise that all children need protection at all times from anything or anyone that may cause them harm and work together following the schools Safeguarding Policy to ensure this. We respect all members of the school's community and treat information with confidentiality. The above attendance policy is served on conjunction with our role to Safeguard All our Pupils.

This policy must be viewed in conjunction with our leaflet a guide to school attendance. Knowsley Council's penalty notice code of conduct for absence and exclusion (revised January 2016) and Knowsley council's EDUCATION PENALTY NOTICES, A Guide for Parents/Carers (January 2016)



Education Penalty
Notice code of condu



EPN Parents
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