



## ATTENDANCE POLICY

### At Delph Primary school we aim to:

- Maintain an attendance rate of a **minimum** of 95%
- 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 attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

### Parents can help us by:

- Ringing early 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 a note explaining the reason for absence on your child's return to school after an illness
- Keeping school updated by telephone or letter if there is an extended period of absence due to illness

### We shall:

- Follow up unexplained absences by text, phone calls and/or letter as soon as possible
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus and the Home-School agreement
- Publish our attendance rate on the school website
- Acknowledge good attendance
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance
- Inform the School Attendance Officer at the LA, if we continue to have concerns.

### Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. In such circumstances, please let the school know and we will 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:

- Waiting on a delivery
- Going shopping or for a hair cut
- Going for a family day out
- Visiting relatives
- Because it is your child’s birthday
- Sleeping in after a late night
- 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 School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absences.

## **Punctuality**

- The school day begins at 8.55am. This is the time your child must be in the line in the playground, so you need to ensure your child is coming through the school gate by 8.50am.
- 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.
- Arrival after the close of registration may be marked as unauthorised absence.
- We will let you know if we have any concerns about your child’s punctuality.
- Children who remain uncollected at the end of the school day will be taken to the school office and parents/carers will be contacted. We advise parents to let the school office know as early as possible if they are running late.

## **Exceptional Leave / Holidays in Term Time**

*Ref: Department for Education Education (Pupil Registration) (England) Regulations 2006*

As from 1<sup>st</sup> September 2013, parents have no entitlement to take their child on holiday in term time. Head Teachers may not grant any holidays or other absences during term time unless there are exceptional circumstances, such as a trauma or bereavement in the immediate family. Head Teachers would not be expected to class any activity, holiday or event that can be arranged during the school holiday time as exceptional.

Parents may receive a Penalty Notice from the Local Authority for taking their child on holiday in term time without the consent of school. Further information can be obtained from [www.dfe.gov.uk](http://www.dfe.gov.uk)

It is our policy that:

- Holidays should only be booked in accordance with the published school holiday pattern
- Parents wishing to apply for exceptional leave need to fill in an Exceptional Leave Request Form and discuss this with the Head Teacher. Forms are available from the school office or

via the school website. Each request for exceptional leave will be considered individually by the Head Teacher who will advise you of her decision.

- If the absence request is denied and you take your child on holiday/out of school, the absence will be unauthorised and the Local Authority Attendance Officer informed. This may result in a Penalty Notice being issued.
- If parents keep a child away from school longer than has been agreed, the extra time will be unauthorised.

Please note: 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 school other than at the end of Year 6, 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, new school and start date when known, and reasons for moving.
- Let us know when you move

### **Children Missing Education**

When pupils leave and we have not been given the above information and /or we 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 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 DFE and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value the support of parents in helping us to maintain high standards.

The Governing Body will review and update this policy, as necessary, in line with DFE and LA guidance.

**Approved by:**           Governors Premises/H&S/Pastoral Committee

**Date:**                    11<sup>th</sup> February 2015

**Review Date:**         Spring Term 2018