



# Newbold Church of England Primary School

At Newbold we aim to support each other to live, learn and excel together as a Christian community.

*"Therefore encourage one another and build each other up," 1 Thessalonians 5:11*

## Attendance Policy

**Published:** September 2022

**Review Date:** September 2024

### Introduction

This policy has been amended to comply with the Department for Education advice on School Attendance (September 2022).

### Policy Aim

The aims of this policy are:

- to promote attendance
- to outline the procedures that the school uses in relation to attendance.

### Promoting Attendance

The school will promote good attendance in the following ways:

- by demonstrating a strong attendance ethos
- having a clear policy on absence
- using effective, non-bureaucratic systems
- using data to improve school and pupil performance
- promote the importance of legal requirements to all staff, pupils, and parents/carers
- intervening early when individual pupil absence gives cause for concern
- have support systems in place for vulnerable pupils

### Parents' Duty

Parents have a legal duty to ensure that their child attends school regularly and punctually. There are only three reasons why a child may be absent from school:

- ill health
- religious holidays
- where school transport should be provided by the local authority but is unavailable

### Unavoidable Absence

The Head teacher has the discretion to authorise other unavoidable absences including those for the following reasons:

- medical/dental appointments (with sight of official appointment details)
- agreed attainment tests e.g. music grades (with sight of schedule)
- compassionate grounds e.g. bereavement
- participation in elite sporting competitions or training (with consultation with sporting body)

Only the head teacher or her nominated representative can authorise absence. Parents/carers do not have this legal authority. Requests must be made in writing and in advance if they are to



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be authorised. The only exception to this is when the request is made on compassionate grounds.

## Notifying Absences & Covid Tests

The school operates a first-day call system. If the school has not been previously notified, parents/carers are required to telephone the school before 8.50 am on the first day of the child's absence. If a call is not received, parents/carers will be contacted by the school.

**If your child tests positive for Covid please photograph the result including the QR code to enable us to pass this to the Local authority with our attendance data. They then need to be absent for three days after they have taken the test.**

## Medical Appointments

Parents are asked to make all but emergency medical and dental appointments outside of the school day. If this is not possible, please make the appointment in the afternoon. If you need to collect your child from school for an appointment, please complete a Medical Absence Request form before the absence. Children must be signed out in the signing in/out book and back in again when they return. If your child must attend a series of appointments during the school day please ensure, where possible, that the times and days of appointments are varied to avoid the same lesson being interrupted each time. Please provide school with a copy of appointment details.

## Term Time Holidays

Parents/carers are not legally entitled to take their child on holiday during term time. The law does not permit the head teacher to authorise term time holidays or extensions to holidays which then run into term-time retrospectively. Parents will be fined by the local authority for taking their child on holiday during term time.

## Punctuality

The school gates open at 8.30am and the school day begins promptly at 8.40am, children are late if they arrive later than 8.45am.

## Monitoring

The school monitors attendance on a regular basis. If a student's attendance falls below 100%, for reasons other than illness it is a cause for concern. Depending on the reasons for the non-attendance, parents/carers may be sent a letter alerting them to the issue and/or inviting them into school to discuss the matter with a view to seeing how we can work in partnership to improve the situation. Where a student is habitually late, or in circumstances of unauthorised absence, the Local Authority will fine directly, consecutive fines will trigger prosecutions. The school has a statutory obligation to inform the Local Authority of any pupil absent from school, this is done electronically daily, the Local Authority actions unauthorised absences directly.

## Support

The school offers a variety of different support to students and their families where attendance is an issue. This may include support from a member of staff, the SENDCO or senior staff. The



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school also works with a variety of external agencies to support students who are absent from school and their families.

## Fixed Penalty Notices (Fines)

Penalty notices are fines imposed on parents they will be followed by the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends school.. Up to two fixed penalty notices may be issued per child per year. Notices will be issued by the Local Authority directly in the following circumstances:

- early intervention to address unauthorised absence
- unauthorised holidays in term time
- unwarranted delayed return from an authorised absence (without school agreement)
- persistent late arrival after the register has closed

The penalty is £60 if paid within 21 days of receipt rising to £120 if paid in full but within 28 days. The payment must be paid direct to the local authority.

## Prosecution

The parents/carers of a pupil who fails to attend school regularly may be issued with an Attendance Order and may be prosecuted by the local authority if they fail to comply with it. Depending on the nature of the offence, fines can range up to £2,500.

Latest updates on the statutory guidance can be viewed on DfE [www.education.gov.uk](http://www.education.gov.uk)