



Millbrook Primary School - Policy on School Attendance

Principles

We are aware that parents of registered pupils have a legal duty under the Education Act 1996 to make sure that their children of compulsory school age attend school on a regular and full-time basis.

Aims

- To ensure that all pupils of compulsory school age attend school on a regular and full-time basis.
- To ensure that good lines of communication are in place so that parents can contact school to report their child's absence.

Procedures

The school applies the following procedures in deciding how to deal with individual absences.

Illness and other legitimate reasons	<ul style="list-style-type: none"> • If a child is unfit for school, parents should contact the school on the <i>first</i> day of absence. The school operates a 'first day of absence' call system. If the school has not been informed by 9.30am then the school will ring or text the parent to investigate the reason for absence. When the child returns, he or she must bring a <i>written</i> note, signed by a parent for <i>each</i> period of absence. Absences will not be authorised without this procedure. In exceptional circumstances and where attendance is poor, further evidence of a child's illness, such as a doctor's note, may be requested. Other reasons for absence must be discussed with the school each time; notes will not necessarily be accepted as providing valid reasons. School will not authorise absences for shopping, looking after other children, birthday's, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which take place during school time. The office will log all absences when telephoned in and inform the class teacher. It is vital absences are legitimate.
Holidays	<p>Due to Government amendments to DfE regulations, which came into force on 1st September 2013, regarding absence requests from parents, Headteachers are no longer permitted to authorise any leave or absence from school unless the circumstances are "exceptional" relating to a "one off" isolated situation.</p> <p>"Exceptional" circumstances no longer cover:</p> <p>Holidays of any description, unless necessitated by work contracts.</p> <p>Family birthday celebrations.</p> <p>Visiting relatives abroad.</p> <p>Unauthorised absences may result in a penalty notice. If a Penalty Notice is issued, the timescale for paying has changed to £60 within 21 days or £120 within 28 days.</p>
Lateness	<ul style="list-style-type: none"> • Children must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Late arrival after registration without good reason is counted as unauthorised absence. Late arrivals will be recorded in a 'late book' in the office. If a child is late 3 times in one week then a letter will be sent home to parents.
Education Welfare Officer	<ul style="list-style-type: none"> • The EWO visits the school regularly checking on attendance figures and following up any concerns the school may have regarding poor attenders or pupil welfare. Parents have a legal obligation to ensure that their child attends school, persistent failure to do so could lead to the LA taking legal action.

We believe the above strategy is effective in maintaining good pupil attendance.

Agreed: October 2015

To be reviewed: October 2017

Rewards

These will be given to encourage and recognise good attendance and punctuality. These may include some of the following:

- Attendance Cup for best class attendance weekly and special mention in newsletter.
- Constant daily recognition and praise for all children arriving promptly.

Sanctions

- Reminders in newsletter
- Teachers highlight concerns and bring to the attention of Head Teacher
- Children below 93% attendance to receive a termly letter highlighting concerns
- If no improvement, a meeting with Head Teacher and other agencies e.g. School nurse will be arranged
- If attendance below 85% school may refer to EWO.