



# Attendance Policy

## Upton for Inclusion

This policy was written by those leaders responsible for monitoring attendance in the Upton Education Improvement Partnership (EiP) schools and in consultation with Cheshire West and Chester Education Welfare Service (September 2013 and updated May 2016). The policy is written in line with the legislation 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013.' The policy will be reviewed in July 2018 by the EiP.

### Policy Statement

All children need to attend school for the full 190 days of the academic year in order to receive their educational entitlement and to make the most of that education. Children with poor attendance tend to achieve less well in both primary and secondary school. All schools within the EiP will follow procedures that comply with the law, relevant education legislation and codes of practice, other relevant national/local requirements which aim to achieve best practice for all groups of children.

### Principles

The EiP Policy is founded on the following key principles

- ✓ good attendance will be promoted and absence reduced, including persistent absence
- ✓ every child will have access to a full-time education to which they are entitled
- ✓ any patterns of absence will be acted upon early in collaboration with pupils, parents and the Education Welfare Service
- ✓ parents will be held accountable in performing their legal duty of ensuring that their children of compulsory school age attend school regularly
- ✓ children will be punctual to lessons

### Policy in Practice

#### Punctuality

School starts at 8.50am and all children are expected to be in school for registration at 8.50am. Children arriving after that time must come into school via the main entrance and parents must sign them in and record the reason for lateness. The register is recorded at 8.50am and at 9.20am the register is closed. Children arriving after this time will receive an unauthorised absence. Persistent unauthorised absences may result in the Local Authority issuing a Fixed Penalty Notice. .

#### Absence

Absence is recorded legally as '**authorised**' (approved by school) or '**unauthorised**' (not approved by school). If the reason for absence is medical parents are required to telephone the school office by 8.45am on the first day of absence. When school has not been informed of the reason for absence attempts will be made to contact a parent. Failure to contact a parent may result in the school contacting Education Welfare or Social Care.

Parents requesting **Leave of Absence** for any reason other than medical must complete the form (Appendix 1) in advance. All leave of absence is at the Headteacher's discretion. In making a decision to authorise leave of absence the Headteacher will consider if the absence is due to exceptional circumstances:

- the parent is due to go on tour or has just returned from tour within the **Armed Forces** (Services)
- **Family Crisis** (adoption; bereavement; additional medical needs)
- **Religious Observance** by the religious body to which the parents belong
- Participation in a **supervised sporting activity** approved by the school
- **Medical or dental appointments** (non routine)
- **Modelling or special stage performances** (as long as it can be proved that the education of the child does not suffer)
- **Examinations**

### **Leave of Absence due to Family Holidays**

Leave of absence due to a family holiday during term time will not be authorised unless the reason meets the exceptional criteria above. In response to your leave of absence request a decision will be made and a letter sent to you within 5 working days (Appendix 2). If leave of absence is authorised a date to return must be agreed with the Headteacher.

When the leave of absence is 'unauthorised' and a child incurs 10 unauthorised absence marks (5 school days) in a term a **fixed penalty notice** will be issued. The current rates payable by parents are £60 where the amount is paid within 21 days and £120 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

Signed:  Chair of Governors

Signed:  Headteacher

Date: 17.7.17

**Appendix 1** Form for any request of non-medical leave of absence



<b>Name of School</b>		
<b>Name/s of Child/ren</b>		<b>Year Group/s</b>
<b>Do you have any other children in other schools? If yes please write name of child/ren and school.</b>		
<b>State reason for absence</b>		
<b>First day of absence</b>		<b>Total number of school days missed</b>
<b>Return date to school</b>		
<b>Signature (Parent)</b>		<b>Date</b>
<b>Signature (Parent)</b>		<b>Date</b>

<b>For School Office Use Only</b>			
<b>Acknowledgement of reply for Leave Of Absence</b>			
<b>Headteacher's Decision</b>			
Authorised Absence		Unauthorised Absence	
<b>Reason for Authorised or Unauthorised Absence</b>			
<b>Signed (Headteacher)</b>		<b>Date</b>	
<b>Copied to Parents</b>		<b>Register Code</b>	

School address  
Date

Dear

### Leave of Absence Due to Family Holiday

Thank you for your recent letter requesting authorisation for (insert name of child) to be absent from school to go on holiday during term time from the (insert from date) to (insert to date).

The Government discourages the taking of holidays in term time. Our EIP policy states that 'Absence due to holiday which does not meet the exceptional circumstances criteria will not be authorised.' Evidence shows that children who miss school do not achieve as well as those who attend regularly. Therefore, I am unable to authorise this absence.

Should you still choose to take a holiday with your child during this period, a Fixed Penalty Notice will be requested by the school nominated person on your child's return to school. The notice will then be issued to you (and husband/wife/partner) by the Local Authority in accordance of section 44 of the Education Act 1996. The current rates payable by parents are £60 where the amount is paid within 21 days and £120 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

If you feel this decision has not taken into account any extenuating circumstances please contact the school immediately.

Yours sincerely

Headteacher

