**ATTENDANCE POLICY**

**Weaver Primary School**



**Policy Date: April 2017**

**Review Date:** April 2020

Signed ………………………………………………………………………

Position ……………………………………………………………………...

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# ATTENDANCE POLICY Weaver Primary School.

**INTRODUCTION**

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent. Any absences should be explained, verbally or in writing to the teacher concerned with, if possible, the predicted date of return.

The 1996 Education Act makes it a criminal offence for a parent to ”***fail to secure their child’s regular attendance at the school”***

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence, to the Education Welfare Service.

**REGISTERS**

Schools are required to take an attendance register twice a day. At The Weaver registers are taken in KS2 at 8.45am and in FS/KS1 at 8.50am. After lunch, registers are taken again at 12.45 pm for FS/KS1 and KS2 at 1pm, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. Requests for absence in term time must be made via the green absence request form . This may be authorised or unauthorised depending on reasons given.

Some absences may be explained by telephoning the school before 9.00am eg for sickness, injury or other unavoidable instances. Occasionally the school may ask for absences to be explained in writing or through a doctors note, especially if the absence is greater than 10% or is perceived as ‘persistent.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those that the school does not consider reasonable and for which no “leave” has been given.

This includes:

* Parents keeping children off school unnecessarily.
* Truancy before or during the school day.
* Absences which have never been properly explained.
* Children who arrive at school too late to get a mark ie after 9.10am for KS1 and FS pupils and 9.05 am for pupils in KS2.
* Holiday taken in term time ( which does not constitute exceptional circumstances)

Registers are marked with the codes used on the attached sheet – [Appendix 1](#Appendix1).

**Fixed Penalty Notice for Irregular Attendance**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer from the Local Education Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child’s attendance have failed, these Officers can use the Penalty Notice proceedings which came into force on 27th February 2004.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. The EWO for Weaver Primary School is Glenn Haag.

When an individual pupil’s attendance level falls below 90% without good reason, a referral to the EWS will be made by the school. Following investigation any unresolved issue could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 Section 444(A).

If a child accrues 10 unauthorised sessions within two consecutive half terms, the school will decide whether to apply to the Local Authority to issue a Fixed Term Notice.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

The Headteacher may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. There is no entitlement for parents to take their children out of school for a holiday in term time. The headteacher will make a decision about ‘exceptional circumstances and will consider any request individually.

Requests for leave of absence must be made in writing on the **‘Request for Leave of Absence in Term Time**‘ form (Appendix 2)

The headteacher will then respond stating whether the leave of absence is authorised. If the request is denied and parents still go ahead with the leave of absence, it will be coded as unauthorised and the school will be free to contact the Local authority to issue a Fixed Penalty Notice. *A fixed penalty notice may be requested from the LA by the school on the 10th unauthorised session taken* .

The letters requesting leave of Absence and replies from the school are colour coded, green (request) amber (reply) and red (fixed penalty notice intention ) to make the system easier for parents and office staff.

EXCEPTIONAL CIRCUMSTANCES

Leave in term time will only be granted where there are exceptional circumstances and in writing to the Headteacher. At Weaver Primary School, exceptional circumstances mean:

* Factory Shutdown (Company letter to be provided)
* Armed Forces
* Exceptional circumstances agreed by the School Governors eg terminal or long term illness of parent or child ( as holidays may have to be taken around medication, medical appointments / operations)
* Parents who work for another local authority ( and have no say in when they can take holiday leave i.e schools) and where school holidays are different.

The school will apply for a fixed penalty notice to be issued where any of the following apply :

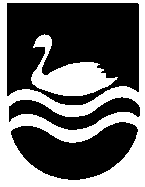
* 10 unauthorised absences have been accrued and a child’s overall attendance is below 95.5%
* More than 10 unauthorised absences have been accrued
* The school has concerns about the progress and attainment of a pupil

**WEAVER** **ATTENDANCE POLICY**

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance Codes** | | | |
| **Code** | **School Meaning** | **Statistical Meaning** | **Physical Meaning** |
| / | Present (AM) | Present | In for whole session |
| \ | Present (PM) | Present | In for whole session |
| @ | Do not use | Unauthorised Absence | Late for session |
| B | Educated off site (not Dual reg.) | Approved Educational Activity | Out for whole session |
| C | Other authorised circumstances | Authorised Absence | Out for whole session |
| D | Dual registration | Approved Educational Activity | Out for whole session |
| E | Excluded | Authorised Absence | Out for whole session |
| F | Extended family holiday (agreed) | Authorised Absence | Out for whole session |
| G | Family holiday (not agreed) | Unauthorised Absence | Out for whole session |
| H | Family holiday (agreed) | Authorised Absence | Out for whole session |
| I | Illness | Authorised Absence | Out for whole session |
| J | Interview | Approved Educational Activity | Out for whole session |
| L | Late (before registers closed) | Present | Late for session |
| M | Medical/Dental appointments | Authorised Absence | Out for whole session |
| N | No reason yet provided for absence | Unauthorised Absence | Out for whole session |
| O | Unauthorised Abs | Unauthorised Absence | Out for whole session |
| P | Approved sporting activity | Approved Educational Activity | Out for whole session |
| R | Religious observance | Authorised Absence | Out for whole session |
| S | Study leave | Authorised Absence | Out for whole session |
| T | Traveller absence | Authorised Absence | Out for whole session |
| U | Late (after registers closed) | Unauthorised Absence | Late for session |
| V | Educational visit or trip | Approved Educational Activity | Out for whole session |
| W | Work experience | Approved Educational Activity | Out for whole session |
| X | DfES #: School closed to pupils | Attendance not required | Out for whole session |
| Y | Enforced closure | Attendance not required | Out for whole session |
| Z | Do not use | Authorised Absence | Out for whole session |
| ! | DfES X: Non-compulsory school age abs | Attendance not required | Out for whole session |
| # | School closed to pupils & staff | Attendance not required | Out for whole session |

**APPENDIX 2 ( Green)**



**WEAVER PRIMARY SCHOOL** **REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

**The 2013 regulation amendments make clear that headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Headteacher and the Governing Body will determine what the exceptional circumstances are.**

**FOR COMPLETION BY PARENT/CARER**

You have requested the school’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil’s Name: Class:

Dates of Leave of Absence: From: To:

Please give full reason(s) for asking for leave of absence in term time

Signed: (Parent/Carer) Date:

It is important to have read and understood the school’s policy on attendance.

**TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL’S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

|  |  |  |
| --- | --- | --- |
| **Penalties for unauthorised absence** | | |
| **Timeline** | **One child** | **Two children** |
| Paid within 21 days | £60 per parent | £60 per child = £120 per parent |
| After 21 days and before 28 days | £120 per parent | £120 per child = £240 per parent |
| After 28 days | You will be summons to appear before the Magistrates’ Court on the grounds you have failed to secure your child’s regular attendance | You will be summons to appear before the Magistrates’ Court on the grounds you have failed to secure your children’s regular attendance |

**For Completion by School**

**REGISTER CODE G**

**REGISTER CODE H**

Authorised Unauthorised

**Reason holiday declined**

Signed: Date:

**Copy to: Parent**

**Pupil File**

**Local Authority**

**Reply letter ( Orange)**

|  |  |  |
| --- | --- | --- |
|  | | WEAVER PRIMARY SCHOOL  WESTERN AVENUE  NANTWICH  CHESHIRE  CW5 7AJ |
| Headteacher  Mrs Gill Price | Tel: 01270 626335  Fax: 01270 629322  e-mail: head@weaver.cheshire.sch.uk | |

[ 2013]

Dear

**Pupil’s Name:**

I am writing in response to your request for Leave of Absence in term time for the above named child for the following period; .

Following changes in regulations, Leave of Absence may only be authorised in exceptional circumstances. As your request does not meet the criteria for exceptional circumstances in this instance, I am unable to authorise your request for leave for this period.

If you continue with your plans, and take your child out of school, the absence will be recorded as unauthorised. As such the school will inform the Local Authority and a Fixed Penalty Notice may be issued. Failure to pay the penalty fine, within the required time, may result in prosecution.

Please refer to the chart overleaf for details of the FPN process including fines and timelines.

Yours sincerely,

**Mrs Gill Price**

**Headteacher**

|  |  |  |
| --- | --- | --- |
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FPN request (Red)

|  |  |  |
| --- | --- | --- |
|  | | WEAVER PRIMARY SCHOOL  WESTERN AVENUE  NANTWICH  CHESHIRE  CW5 7AJ |
| Headteacher  Mrs Gill Price | Tel: 01270 626335  Fax: 01270 629322  e-mail: head@weaver.cheshire.sch.uk | |

[ 2013]

Dear

**Pupil’s Name:**

Further to my letter of , as you decided to take the

unauthorized Leave of Absence for the following period;

, the school will be informing the Local Authority who may issue a Fixed Penalty Notice. If a FPN is issued, failure to pay the penalty fine, within the required time, may result in prosecution.

Please refer to the chart overleaf for details of the FPN process including fines and timelines.

Yours sincerely,

**Mrs Gill Price**

**Headteacher**