

Attendance Policy  
Date reviewed: 28.11.2017  
Next Policy Review Date: Autumn 2020

**Luttons Community Primary School**  
**and**  
**Sherburn Church of England Primary School**

**Attendance Policy**



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## **SHERBURN VOLUNTARY CONTROLLED SCHOOL and LUTTONS COMMUNITY PRIMARY SCHOOL**

This document reflects both schools Mission Statements and aims:

Sherburn CE VC School's Mission Statement is - **'Working together, putting children first within our Christian family'** Our aim is to **'Serve our community by providing an education of the highest quality for children of all faiths and none, within the context of Christian beliefs and practice. We believe in *working together* to make sure the school is a safe, secure, friendly and purposeful place where children are safe, encouraged, challenged and supported to do their best and learn'**.

The Religious Ethos at Sherburn V C School is 'Christian values underpin the work of Sherburn CE VC Primary School and these influence our care of the individual. The three priority values are friendship, truthfulness and forgiveness.

These support this policy wholeheartedly:

- Forgiveness because we learn from everything;
- Truthfulness to help us to be open; and
- Friendship because we call God our friend.'

Luttons C P School's Mission Statement is - **'Together we care, learn and grow'**. Our aim is to **'Nurture, support and mentor everyone as they strive for excellence'**

This document provides a framework for the creation of a happy, secure and orderly environment in which everyone can work.

### **Rationale**

At Sherburn CE and Luttons Community Primary Schools we believe regular attendance at school is crucial to a child's progress. Therefore both schools will employ a range of strategies to encourage good attendance and punctuality and, liaising with parents, will investigate all absenteeism. Staff will respond to all absenteeism firmly and consistently. Parents are strongly encouraged to make medical and dental appointments for their child after school hours.

### **Registration**

Registers will be called at 9.00 am and 1.00 pm and will be marked in black in accordance with the list of symbols shown in the register front sheet.

Registers will close at 9.10 am and 1.10 pm. If a pupil fails to arrive before the registers are closed, they will be marked as 'absent'. Pupils who arrive after the registers have been closed will have their arrival logged by the office manager. (The office manager will amend the register entry to read 'absent/late'). If a pupil is persistently late, the head will contact the parents.

Parents are reminded that if a child arrives in school after the registers have closed and an acceptable explanation is not given, the pupil must be recorded as 'unauthorised absence' for that session.

The Head will inspect the registers at the end of each term to ensure that the correct procedures are being followed; totals are being calculated and entered etc.

## **Holidays**

The Department for Education requires Local Authorities to implement government amendments to the regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013. The new law gives no entitlement to parents to take their child on holiday during term time.

Headteachers would not be expected to class any term time holiday as exceptional. Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.

No parent/carer can demand leave of absence as of right.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
  - Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
  - Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court. Penalty notices are only issued where a child's attendance falls below NYCC recommended level for good attendance within 6 months of the holiday.

## **Authorised and Unauthorised Absence**

It is vital that all staff adhere to the same criteria when deciding whether or not to authorise an absence. Absence is to be recorded according to 'School Attendance Policy and Practice on Categorisation of Absence' (DFE 1994).

## **Procedures for Following Up Absence**

- Parents will be encouraged to contact the school by telephone, email or by letter with an explanation for the absenteeism on the first day of absence. If no note or telephone message is forthcoming, the school secretary will telephone the parent for an explanation. If there is no answer the absence will be logged as 'unauthorised.'
- If a pupil is persistently absent or late, the head will write to the parents and invite them to attend a meeting at school.
- If a pupil is persistently absent or late, and the school's efforts to effect an improvement have been unsuccessful, the situation will be referred through the Single Point of Reference procedure.

Notes from parents will be kept with registers and dated. They will be stored at the end of the year in a brown envelope and kept with the register. All telephone messages regarding lateness/absenteeism will be recorded on the Absence Sheet in the school office. This will be available for staff to check absences.

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### **Strategies for Promoting Attendance**

Both schools will work to provide an environment where:

- children feel valued and welcome,
- pupils feel their presence in school is important and necessary
- where they will be missed when they are absent/late
- follow up action regarding unauthorised absence will be taken.

Children will be rewarded every half term with certificates if they have achieved excellent attendance. At the end of a term those children who have maintained excellent attendance will be rewarded. Children who have chronic medical needs will not be penalised under the reward system or pupils who need to attend medical appointments, a copy of the appointment letter is kept at the school.

Attendance data will be regularly collected and analysed in order to identify patterns of absence and to help support and inform policy/practice