

**BYLEY PRIMARY
SCHOOL
& NURSERY**

**ATTENDANCE
POLICY**

Approved by Governors: July 2019

Review date: May 2021

For our pupils to take full advantage of the educational opportunities we provide for them, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment, they need to see good attendance and punctuality as important qualities that are valued by others and employers. We aim to encourage regular attendance and need the co-operation of parents/carers to achieve this.

OBJECTIVES

- To ensure that all learners attend school well
- To ensure that all learners are punctual
- To win the support of parents/carers in ensuring that their children attend school well and that they arrive on time
- To keep good records of attendance through the school register system and take prompt action to follow up absences
- To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently
- To monitor closely pupils with attendance/punctuality issues and to work with parents/carers and where appropriate other agencies to bring about improvement

STRATEGIES

- All staff complete registers using SIMS accurately for each session (morning/afternoon) and bring to the head teacher's attention any absences that are cause for concern
- Pupils arriving late will be signed it by their parent/carer at the school office, stating date, time and reason
- Parents are asked to inform the school on the first day of absence and any subsequent days; they are also expected to send in a letter with the child following an absence
- The school will contact home when a child is absent, if we have not already been notified of such absence, at 9:30am
- Where a child is developing a pattern of 'occasional' absences, the parent/carer will be contacted to discuss this pattern
- The school will work with the Education Welfare Officer to follow up absences that are suspicious or causing concern
- At the end of every term, our registers are checked by the Education Welfare Officer
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping children from school

OUTCOMES

Byley Primary School & Nursery will continue to do all it can to ensure pupils arrive happily, willingly and punctually so that they can take full advantage of their education.

LATENESS

Pupils who arrive into their classroom after 9:10am are marked as 'L' late. Registers close at 9:30am; arrival into classrooms after this time is recorded as 'U' 'Late after register closed'.

HOLIDAYS

Following changes in legislation from 1st September 2013, parents are no longer entitled to take their children on holiday during term time. Any applications for leave of absence must be in exceptional circumstances and decisions relating to this must be made by the Head teacher and Governing Body.

The Governing Body of Byley Primary School & Nursery has appointed an Attendance Committee made up of three Governors and any requests for leave of absence will be dealt with by this Committee.

If parents wish to apply for leave of absence in exceptional circumstances, this must be done so in writing, at least twenty working days before the proposed commencement of the absence. If the 'exceptional circumstances' relate to restrictions on leave imposed by an employer, the parent must provide written evidence of these restrictions **from their employer**.

Following an application for leave of absence, the Attendance Committee will consider the request and will inform the applicant of their decision within 7 working days of the request being submitted. The Committee will seek advice from the Local Authority and / or the Local Authority's Educational Welfare Service if necessary.

The Committee will also seek advice from the Local Authority if any pupil absences give cause for concern.

Leave of absence **may** be granted for licensed 'out of school' educational activities but this will be dependant on individual circumstances and requests. We will require 10 working days notice of any such absence.

If parents take their children out of school during term time **without** authorisation from School, the Local Authority will be informed and may issue a Fixed Penalty Notice fining the parents. Currently, the fine is £60 per parent 'per child' for unauthorised absences of 5 consecutive school days or more (including those which are attached to either end of a weekend or half-term holiday).

If this fine is unpaid, further action will be taken against parents by the Local Authority.

DAYS OF RELIGIOUS OBSERVANCE

Absence for such days relating to the religion which has been indicated on a child's Data Collection sheet will be classified as authorised.