



### Mission Statement

*A Caring Christian Family Where We Grow Together.*

## ATTENDANCE PROCEDURE

**Effective Date:** 01/04/2017

**Review Date:** Sept 2022 Biennial

Review Date	Signed Head Teacher	Signed Director RCSAT
04/10/2018	<i>J. J. J. J.</i>	<i>P. B. B.</i>
30/09/2020	<i>St M Badger</i>	<i>P. B. B.</i>
20/04/2022	<i>St M Badger</i>	<i>P. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



## 1. Introduction

- 1.1. In developing this Attendance Procedure, RCSAT schools have taken into account the fact that Cheshire East is an ethnically diverse community.
- 1.2. The school has incorporated practice which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority in the Education Development Plan. This aims to improve the attainment of minority pupils across the Authority.
- 1.3. RCSAT schools are aware of and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.
- 1.4. RCSAT schools understand the need for on-going communication with parent(s)/carer(s)/carers and pupils regarding this procedure, particularly those new to the school.
- 1.5. The responsibilities for implementation of this Procedure are detailed in Appendix 6.

## 2. Protocol

- 2.1. Pupils shall be expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
  - 2.1.1. Authorised (where the school approves pupil absence),
  - 2.1.2. Unauthorised (where the school will not approve absence).
- 2.2. Every half day absence shall be classified by the school as either AUTHORISED or UNAUTHORISED, which is why information about the cause of absence is required.
- 2.3. Parents may not authorise a child's absence; only the school can do this on the basis of the explanation provided by the parents.
- 2.4. Authorised absences may be approved by the Headteacher/Principal, in exceptional circumstances, following completion and submission of a formal request on the form attached to the Procedure (see Appendix 5).
- 2.5. Unauthorised absences are those which the school does not consider reasonable, such as absences which have not been explained, day trips, or holidays. This type of absence can lead to legal proceedings.
- 2.6. RCSAT schools expect that parent(s)/carer(s) will provide an explanation by 9.30 am if their child is absent on the first day the absence occurs and each following day of absence. This may be by letter, telephone, email, personally at the office or by appointment.
- 2.7. If contact, explaining the child's absence, fails to be made by parent(s)/carer(s), then the school shall contact the home by text then telephone on the initial day, following this with a letter after 3 days of unexplained absence.
- 2.8. This contact shall be recorded in the attendance log and the register.
- 2.9. The principal/headteacher shall remind parent(s)/carer(s) regularly of the importance of good attendance and punctuality.
- 2.10. Class teachers shall remind their class regularly of the importance of good attendance and punctuality. Each teacher shall find relevant ways to promote good attendance in their class.

## 3. Identification & Referral

- 3.1. Attendance shall be monitored every 2 weeks. All pupils with below 90% attendance shall be identified.
- 3.2. Identification of poor attendance or punctuality shall be made by the class teacher or the Admin Assistant through monitoring checks.
- 3.3. Concerns shall be passed to the Senior Leadership Team, who shall be responsible for contacting parent(s)/carer(s).
- 3.4. Parent(s)/carer(s) shall be contacted first with letter 1 (see Appendix 1).
- 3.5. Following the letter, the pupil's attendance shall be monitored for four weeks.
- 3.6. If there is no improvement, attendance letter 2 (Appendix 2) shall be sent inviting parent(s)/carer(s) in for a meeting with the school's Senior Leadership Team. At this meeting, an action plan shall be drawn up with a target for attendance. Attendance panels shall go ahead with or without the attendance of parent(s)/carer(s).



- 3.7. After a further four weeks' monitoring and no improvement, the school shall inform parent(s)/carer(s) of a further meeting with the school's attendance panel or referral to the Attendance and Children out of School Service, using letter 3 (Appendix 3).
- 3.8. The school shall reinforce the parental duty to ensure full school attendance.
- 3.9. If attendance has improved over the four weeks, the school shall continue to monitor attendance.
- 3.10. If attendance continues to be poor, the school shall refer to Attendance and Children out of School Service and a final warning letter shall be sent (see Appendix 4).
- 3.11. Records of documents shall consist of the referral form, copies of all correspondence to parent(s)/carer(s) and a print out of the child or young person's attendance certificate.

#### 4. Completing the Register

- 4.1. The twice-daily requirement to register pupils is perceived as an opportunity for the school to receive young people formally from home, and serve as an introduction to the session.
- 4.2. The marking of electronic registers shall be given high importance at all times within each classroom.
- 4.3. Incomplete or inaccurate electronic registers shall be unacceptable for several reasons:
  - 4.3.1. Electronic registers provide the daily record of the attendance of all pupils;
  - 4.3.2. It is a legal requirement that reports downloaded from the registers may be required in a court of law, for example as evidence in prosecutions for non-attendance at school.
- 4.4. The electronic register shall be marked using the symbols advised by DfE and the Local Authority.

#### 5. Lateness

- 5.1. School gates shall open at 8.40am to allow pupils to prepare for the start of the school day.
- 5.2. School shall begin at 8.55am and all pupils are expected to be in school for registration at this time.
- 5.3. Electronic registers close within the class at 9.00am to allow the school day and lessons to begin.
- 5.4. Anyone arriving after this time and until 9.30am shall be marked as Late with the number of minutes late noted in the Electronic Register.
- 5.5. Electronic registers shall close in the office at 9.30am; anyone arriving after this time will be marked at unauthorised unless a medical reason is provided.
- 5.6. This allows the school admin team to ensure every pupil is accounted for through reasons for absence texts/calls.
- 5.7. Pupils who are consistently late are disrupting not only their own education but also that of others.
- 5.8. Where persistent lateness gives cause for concern, further action shall be taken.

#### 6. Absence due to illness

- 6.1. Parents and carers shall be expected to provide a full explanation for any absence due to illness or a medical condition and to inform the school daily of the pupil's medical condition.
- 6.2. Any child who accumulates 20 absences attributed to medical appointments or illness in an academic year shall be required to provide evidence of illness.
- 6.3. Parents and carers shall be invited to a meeting with the senior leadership team to discuss how the school can help to improve attendance levels.
- 6.4. Failure to produce medical evidence to support an absence shall mean the absence will be automatically be unauthorised.

#### 7. Pupils returned to school by Truancy Patrols

- 7.1. The school shall have in place a procedure for pupils who are returned to school by a Truancy Patrol.

#### 8. Family Holidays during term time

- 8.1. Parent(s)/carer(s) shall be urged strongly to avoid booking a family holiday during term time.
- 8.2. Holidays shall not be authorised in term time by RCSAT schools.



8.3. Parent(s)/carer(s) do not have the right to take their child or young person out of school for such a holiday. A child who is absent longer than 10 days after an agreed return date, can legally be removed from the school roll and may be liable to prosecution.

#### 9. What parent(s)/carer(s) can do to help

- 9.1. Let the school know as soon as possible why your child is away.
- 9.2. Send a note when your child returns to school explaining the absence.
- 9.3. Try to make appointments outside school time.
- 9.4. Do not allow your child to have time off school unless it is really necessary.

#### 10. If you are worried about your child's attendance at school what can you do?

- 10.1. Talk to your child; it may be something simple.
- 10.2. Talk to the principal and staff at the school.
- 10.3. Talk to the School Nurse.
- 10.4. Talk to the Attendance and Children out of School Service. You may contact the Attendance and Children out of School Service, who will work with you and the school to resolve the situation.

#### 11. Fixed Penalty Notices

- 11.1. Parent(s)/carer(s) shall be made aware that Cheshire East Council in conjunction with RCSAT are operating Fixed Penalty Notices for non-attendance.
- 11.2. Parents/carers shall be made aware that a fixed penalty notice for non-attendance will incur a fine, as follows;
- 11.3. **£60 per parent for each child - if you pay within 21 days.**
- 11.4. **£120 per parent for each child - if you don't pay within 21 days, but do pay within 28 days.**
- 11.5. **If not paid within 28 days each parent/carers will receive a summons to appear before the Magistrates Court on the grounds you have failed to secure your child's regular attendance.**
- 11.6. This means if two children from a family with two parents take an unauthorised absence and a fixed penalty notice is issued the fine will be:  
 $2 \text{ (number of children)} \times 2 \text{ (number of parents)} \times £60 = £240$ , if paid within 21 days,  
 $2 \text{ (number of children)} \times 2 \text{ (number of parents)} \times £120 = £480$ , if unpaid within 21 days but paid within 28 days.

**Appendix 1****First Absence Letter to be sent in the event of illness/holiday absence**

Dear

**ATTENDANCE - [Name of Pupil]**

Following a recent register check **[name]** has been identified with less than 90% attendance during this academic school year.

Some/all of these absences are unauthorised/authorised. \*The registration certificate shows that the authorised absences are due to frequent days of illness.

\*The registration certificate shows this is due to taking holidays in term time.

I have enclosed a registration certificate with this letter so that you can see this for yourself.

**[Name's]** attendance will be closely monitored over the next 4 weeks and if it has not improved I will be inviting you to come into school to discuss the reasons why with a member of the senior leadership team.

If you are experiencing any problems and you feel school is able to help – please call into the school office to see either the senior leadership team or a member of the school admin team.

Yours sincerely

Principal



## Appendix 2 Second Absence Letter Inviting Parents in for Meeting

Dear

**ATTENDANCE – [Childs Name]**

You were informed by letter on the **[Date]** that there was concern with regard to your child’s attendance.

As there has been no improvement, I would like to invite you to meet with me to discuss this and also to see what help the school can offer you.

I have made an appointment for you on:

Date:

Time:

If this date is inconvenient for you, please contact the school office to re-arrange the appointment.

Yours sincerely

Principal

**Appendix 3****Third Absence Letter to be sent regarding unexplained absence**

Dear **[Parent/Carer]**

**[Name of pupil]** has been absent from school on **[Date/s]**. No reason for the absence has been given to school. The school phoned you on **[Date]** and could not make contact.

This absence, therefore, will have to be recorded as an unauthorised absence and entered in the attendance log for scrutiny by the Attendance and Children out of School Service.

Yours sincerely

Principal



**Appendix 4****Final Warning Absence Letter and Referral to Attendance and Children out of School Service**

Dear **[Parent/Carer]**

**[Name of pupil]** has been absent from school on **[Date/s]**. No reason for the absence has been given to school. The school has phoned you on **[Date]** and could not make contact and has sent you THREE letters requesting an explanation, with no response from you.

This absence, therefore, will have to be recorded as an unauthorised absence and he a referral to Attendance and Children out of School Service will now be made.

Yours sincerely

Principal





# Appendix 5

## Request for Leave in Exceptional Circumstances

Attendance at school is compulsory. This document is a request for leave of absence (during term time) to be granted by the Principal or Executive Head Teacher.

The reasons for the request should be stated on the form. The Principal or Executive Head Teacher will continue to meet requests for leave of absence where there are exceptional circumstances. School holidays are both frequent and lengthy and should accommodate most families' need for a holiday. If, however, in exceptional circumstances a child needs to be kept off school to accommodate such holidays, the Principal or Executive Head Teacher's authorisation must be sought in advance.

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### BUNBURY ALDERSEY CE PRIMARY SCHOOL

#### Request Form: Request for Leave in Exceptional Circumstances

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I/we \_\_\_\_\_ (name of parent/guardian) would like permission to

take \_\_\_\_\_ out of school from \_\_\_\_\_

to \_\_\_\_\_. Number of school days missed \_\_\_\_\_

Please state the exceptional circumstances which give rise to this request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ parent/guardian Date of application \_\_\_\_\_

Authorised       Unauthorised

Principal or Executive Head Teacher comments:

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.....  
.....



**Appendix 6****RESPONSIBILITIES**

<b>Area of Responsibility</b>	<b>Person Responsible</b>
Overall responsibility	Executive Headteacher
Co-ordinator in School	Principal Bunbury Principal St Oswald's Principal Warmingham
Governor	Pastoral
Daily checks	Admin Office

