



West Byfleet Junior School

Attendance Policy

Commitment to Attendance

The staff and governors of West Byfleet Junior School are committed, in partnership with the parents/carers, pupils, governors and the Local Authority, to building a school which serves the community and of which the community are proud.

Regular attendance is key to achieving the five outcomes of: staying healthy; enjoyment and achievement; keeping safe; contributing to the community, and social and economic well-being.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will require parents to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Expectations

All pupils must:

- attend school regularly,
- attend school punctually,
- attend appropriately prepared for the day

All parents will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually before registration and prepared for the school day.
- ensure that they contact the school on the first day of absence or, if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school immediately of any changes to contact details.

Policy: Attendance
Nominated Staff Lead: Headteacher
Nominated Governor Lead: Children & Learning Committee

Status: Non Statutory
Review cycle: Annual
Next review: Autumn 2024

- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Provide the school with proof of medical appointments during school time.

The school will:

- provide a welcoming atmosphere,
- provide a safe learning environment,
- provide a sympathetic response to any pupil's or parent's concerns,
- keep regular and accurate records of AM and PM attendance and punctuality,
- monitor individual pupil's attendance and punctuality,
- contact parents when a pupil fails to attend and where no message has been received to explain the absence,
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition,
- regularly inform parents of the % attendance of all pupils,
- make initial enquiries regarding pupils who are not attending regularly,
- meet regularly with the Education Welfare Officer to monitor and support school attendance and punctuality.
- refer irregular, unjustified patterns of attendance or suspicious absences to Education Welfare or other appropriate agencies to ensure the welfare of the pupil. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.

Pupils Leaving During the School Day

- pupils are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to confirm in writing the reason for any planned absence, the time of leaving, the expected return.
- pupils must be signed out on leaving the school and signed back in on their return.
- where a pupil is being collected from the school, parents are requested to report to the school office before the pupil is allowed to leave the site.

Punctuality/Lateness

Punctuality to school is crucial and registration at the beginning of the day with a pupil's teacher is important. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

- Registration takes place at **8.50am & 1.05pm** and pupils who arrive after the register has been taken will be recorded as late for school – coded 'L' on the registration certificate.
- Registers close at **9.20am** (half an hour after the register opens) and after this lateness is recorded as an unauthorised absence – 'U' on the registration certificate - and can be subject to referral to the Education Welfare Officer and possible prosecution by the Local Authority.

Changing Schools

It is important that if families decide to send their child to a different school that they inform us soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority Tracking Officer and Education Welfare.

Holidays/Leave of absence

- The school holiday dates, external exam dates and INSET days are published a year in advance.
- Leave of absence for family holidays/religious observance in term time will only be authorised in exceptional circumstances.
- Where absence in term time is unavoidable, a Leave of Absence application form must be requested from the school office and submitted for consideration by the headteacher on behalf of the school governors, no less than 4 weeks prior to the requested date. If leave is taken in term time without prior authorisation by the school, it will be recorded as an unauthorised absence and liable to a penalty notice.
- The Government have changed the regulations which permitted headteachers to grant leave of absence for the purpose of a family holiday during term time in

“special circumstances” of up to ten school days leave per year or to grant extended leave of more than ten days in exceptional circumstances. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013, state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The head teacher is required to determine the number of school days a child can be away from school if leave is granted.
(The amendment has not defined ‘exceptional circumstances’ and therefore the Headteacher/Governing Body will be responsible for deciding what they consider to be ‘exceptional circumstances’)

Penalty Notices for Holidays:

- In line with the guidance from the DfE, holidays during exam periods will not be authorised by the school and a Penalty Notice may be issued.
- The Headteacher can now request that the Local Authority consider issuing a Penalty Notice to parents, when pupils are taken out of school for 5 or more day’s holiday or leave of absence without school authorisation These days do not need to be consecutive.

Penalty Notices

In addition to Penalty Notices issued for unauthorised holidays, Penalty Notices may also be issued when a pupil is stopped by Truancy Patrol or at the discretion of the Education Welfare Manager if a parent/carer fails to ensure regular school attendance.

The Penalty Notice fines are as follows:

- **£60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

Truancy Patrol

When a pupil comes to the notice of a Truancy Patrol, the pupil’s pattern of school attendance is investigated. If there are unauthorised absences in the preceding 4 months, a warning letter may be sent to the parent / carers. If there are further unauthorised absences during the subsequent 15 schooldays, a Penalty Notice will be issued to each parent / carer.

If there is no significant improvement in attendance in the 3 subsequent weeks, a Penalty Notice will be issued.

Policy: Attendance
Nominated Staff Lead: Headteacher
Nominated Governor Lead: Children & Learning Committee

Status: Non Statutory
Review cycle: Annual
Next review: Autumn 2024

Failure to ensure regular school attendance

Education Welfare may also issue a Penalty Notice to parent/carers who are failing to secure their Child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school and Education Welfare Officers. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The issue of a Penalty Notice will also be considered where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the preceding half-term. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issues of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration.

This policy also links to our Child Protection and Safeguarding Policy.

Appendix One: Attendance guidance for parents/carers

Good school attendance habits are best started early. Children learn from those around them and you as parents/carers set the standards and expectations for your child. Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but helps them to keep and maintain friendships and enjoy the school environment.

Be organised, have a plan, be consistent and involve your child.

You should:

- create good routines for mornings at home so that your child can arrive punctually and they are properly equipped; this will also mean your mornings can start calmly too
- make time to encourage and show interest. Chat to them about the things they have learnt, what friends they have made and even what they had for lunch! Remember children can be tired when coming out of school, so a short chat over a snack or later that evening may produce a better result than a long list of questions
- read all school communications. A home/school diary can help with communication only when all parties use it as intended
- attend school open evenings and functions
- check your child understands the homework and that it has been completed. Support them in completing homework by creating a calm space for them to work in and set specific times during the week when homework should be done
- avoid absence from school wherever possible – try to make doctors and dental appointments out of school hours. Absence means your child will miss out on the academic studies and will also learn that education is not the main priority within the family. This can have a lifelong effect

There tend to be good reasons why children become reluctant to attend school. Take the time to listen to your child, share any concerns you or your child may have with the appropriate member of school staff and seek support at the very earliest opportunity.

Appendix 2 : Application for leave of absence form

NAME OF CHILD:.....

CLASS:.....

Date(s) of Absence

Total number of school days included in this application

Total number of school days already taken this academic year.....

Please give reasons for your decision to take your child out of school in term time

Have you applied for leave of absence for any siblings in other schools? **Yes/No**

If yes, please give details

Has this leave of absence been approved **Yes/No**

Signed Date

Office Use Only:

Approved, the absence will be recorded as authorised.....

Not approved, the absence will be recorded as unauthorised.....

Comments.....

Headteacher's Signature Date

Policy: Attendance
Nominated Staff Lead: Headteacher
Nominated Governor Lead: Children & Learning Committee

Status: Non Statutory
Review cycle: Annual
Next review: Autumn 2024