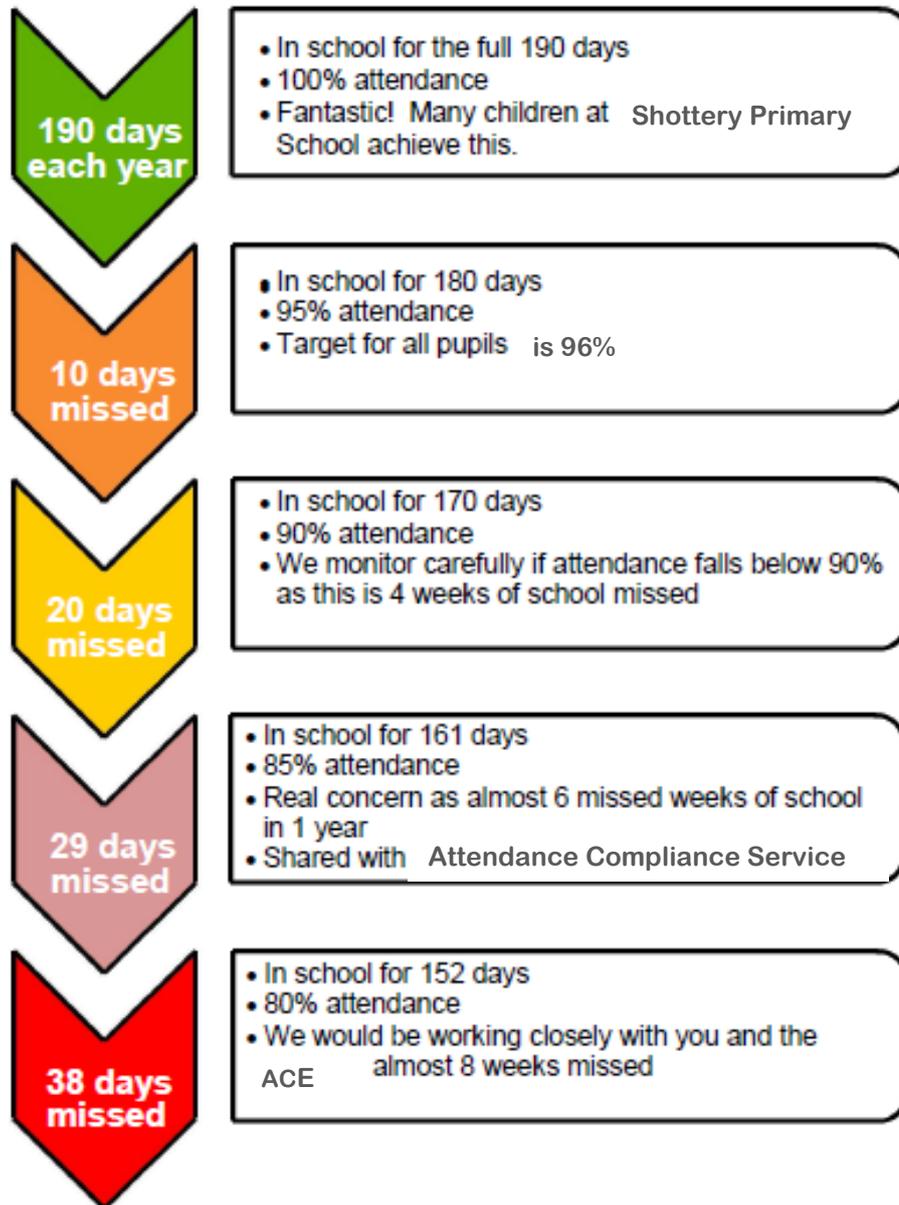


SHOTTERY PRIMARY SCHOOL ATTENDANCE POLICY



Statement of Intent

Shottery Primary School is committed to the continuous raising of achievement of all of our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. Shottery Primary School actively promotes 100% attendance for all of our pupils.

We recognise that parents/carers have a vital role, and a legal responsibility to ensure good attendance and we promise to identify, investigate and work in partnership with parents/carers, pupils and other agencies to resolve attendance problems.

Parental Responsibility

The responsibility for ensuring children attends school regularly and punctually rests with parents. To this end, it is desirable that parents should be the first line of contact whenever the child is absent from school. It is the parents' responsibility to contact the school whenever the child is absent and on the first day of absence.

The Role of the Teacher

Class Teachers or their Teaching Assistants should complete a register at the beginning of each morning and afternoon session. Frequent absence is a cause for concern. **It is the school who authorises absence, not the parent/carer.**

At Shottery Primary School pupils are expected to arrive by 8.55 am for registration. All pupils arriving after registration closes should report to the school office where they will be signed in. (Registration closes at 9.00 a.m.) Any pupils arriving after 9 am will be recorded as late.

Authorised/Non Authorised Absence

The legal responsibility for ensuring a pupil attends school regularly and punctually rests with parents/carers.

It is essential that parents/carers should be the first line of contact whenever the student is absent from school.

It is the responsibility of the parents/carers to contact the school whenever a student is absent and on the first day of absence.

It is the school who authorises the absence, not the parent/carer.

Absence is either authorised, such as in the case of illness or of religious observance, or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or inappropriate.

Lateness

Pupils are expected to be in school by 8.55 am any pupil arriving after this time will be marked as late.

The Register will officially close at 9.00 am if a child arrives after this time they will be marked as arriving after the register has closed this may be recorded as an unauthorised absence.

Pupils arriving after registration should report to the school office.

If a pupil has not arrived at school by 9:30am a phone call will be made to the priority contact number, if it is not possible to speak with the parent/carer a message will be left should an answer machine be available.

If lateness is a persistent problem a meeting will be arranged at school with the parent, Headteacher and Education Welfare Officer.

A second letter will be sent for further lateness warning that the school is concerned and will be referring the matter to the Education Welfare Officer (EWO).

Leave of absence/holiday

Parents should expect that holidays in term time will not be granted, although they are able to request consideration that their request is both exceptional and unique, in this situation the school will consider the information presented alongside progress and attendance data. It is important to note that a child who is authorised to take 10 days holiday during an academic year can only attain 94.7% attendance, this is below the school's target. Any request for more than 10 days holiday absence in any one academic year will automatically be refused.

Holiday taken without the Head's permission, or failure to return on the agreed date, will mean that the absence is unauthorised. The deliberate taking of holiday in term time without or against school permission may result in parents being served a penalty notice. All unauthorised absences of 5 days or more will be referred to the Attendance Compliance Service.

Penalty Notices

Shottery Primary School will refer persistent absences or lateness to ACE, who will support the school in the decision of whether or not to proceed with a fixed penalty notice. Parents will be informed of this by letter.

You should be aware that failure to secure «Forename»'s attendance at school is a criminal offence under Section 444 (1) and 444(1A) of the Education Act 1996. In the event that «Forename»'s attendance at school fails to improve or improve sufficiently then this could result in a Fixed Penalty Notice (£60 fine if paid within 21 days of receipt of notice increasing to £120 if paid after 21 days but within 28 days) being issued to you or criminal prosecution proceedings being issued against you. If criminal proceedings are issued and you are found guilty, the court could sentence you to a fine of up to £1,000 or £2,500 and or sentence you to serve a community sentence period or sentence you to serve a custodial period of up to 3 months.

Attendance Process

1. Parents telephone the school with reasons for a pupil absence.
2. The designated person (data manager) enters details onto the register.
3. The designated person enters the appropriate code in the register for the duration of the absence.
4. When appropriate, teachers raise any concerns with the Headteacher, who will take appropriate action and contact the parents if needed to discuss attendance issues.
5. Referral is made to ACE if issues cannot be resolved.

Our Attendance Target is 96%.

Please help us to achieve this or higher by ensuring your child is in school every day.

Our Attendance Target is 96%.

Please help us to achieve this or higher by ensuring your child is in school every day. Parents have a statutory duty to ensure their child is in school for 190 days a year. Please use one of the other 175 days to spend time with family, to go on visits and holidays or to undertake other appointments.

How well are we doing?

September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	

Chart to be displayed in entrance hall