



HOLY TRINITY CE PRIMARY SCHOOL ATTENDANCE POLICY

Holy Trinity Mission Statement

We strive to be the best we can be in an inclusive, safe and supportive learning community; to nurture and equip pupils with positive attitudes so that they become effective members of a multi-cultural community who demonstrate the values of hope, faith and love and develop self-discipline and confidence in a Christian family environment.

“Pray together, learn together, play together”

Attendance Policy

1. General

At Holy Trinity School we are committed to creating a happy, enriching and orderly learning environment, underpinned by Christian values. Therefore, regular and punctual attendance is vital to ensure pupils make sustained progress, feel a part of the class and the whole school community.

2. Aims

As a whole school community we aim to:

- (a) provide pupils with a solid foundation on which to build their learning
- (b) achieve age expected levels and national targets; and
- (c) support, encourage and advise parents/carers on the importance of pupils attending school punctually and regularly.

3. School Attendance Policy

The school's Attendance Policy clearly defines the respective responsibilities of parents/carers and the school. The Policy describes the process by which poor attendance and punctuality will be challenged and describes the school's approach to the granting of authorised absence.

The Attendance Welfare Service acts as the lead agency, within the Local Authority, in matters relating to attendance and pupils' welfare. The Attendance Welfare Officer at the Local Authority reviews the school's attendance records on a three weekly basis and is guided by the school in making appropriate interventions and in developing a strategic approach to improve the attendance of individual pupils.

4. Legal Requirement

By law all children of compulsory school age must receive suitable full-time education. Parents/carers have a responsibility to ensure that this happens either by registering the child at a school or making other suitable arrangements. Once a child is registered at a school the parents/carers are responsible for making sure the child attends regularly and punctually. Failure to do so is an offence which may result in prosecution.

5. Promoting Regular Attendance

A series of incentives are employed to encourage pupils and parents to work towards supporting the whole school attendance target:

- (a) Weekly attendance results are shared in assembly;
- (b) Classes are awarded the attendance cup or punctuality shield on a weekly basis;
- (c) The school issues certificates for pupils with 100% attendance at the end of each half term;
- (d) A special reward is presented at the end of the school year to all pupils who have achieved 100% attendance and punctuality, throughout the school year; and
- (e) Good attendance information is shared with parents/carers through the school's newsletter.

6. Authorised Absence

The school is permitted to authorise absence only in the following circumstances:

- (a) Illness;
- (b) Medical or dental appointments;
- (c) Interview at or visit to another school;
- (d) Family bereavement; or
- (e) Religious observance.

Parents/carers should notify the school office of any absence by making a **'first day phone call'**. Parents/carers must keep the school informed of continued absence. A letter should be sent to the school, on the child's return, confirming the reason for his/her absence. In the case of absence for a medical or dental appointment the child's appointment letter/card or prescription must be produced to the school.

All requests for a leave of absence should be made to the Headteacher, by the parent/carer completing a Request for Leave Form (See Appendix A) and sending or delivering it to the school, three weeks before the pupil is taken out of school.

7. Unauthorised Absence

The school is not permitted to authorise absence for:

- (a) Day trips;
- (b) Birthday treats;
- (c) Shopping trips;
- (d) Visiting family members or friends; nor
- (e) Family holidays during term time.

If the school is not informed or given an acceptable reason for the child's absence then this will count as an unauthorised absence. Where there are a series of unauthorised absences relating to any pupil, the Headteacher or the Inclusion Manager will refer the matter to the Attendance Welfare Officer.

8. Holidays during Term Time

Parents/carers are not entitled to take their child out of school for a holiday during term time and the Headteacher is not permitted to authorise such an absence.

The Headteacher, Deputy Head or Inclusion Manager can request the Educational Welfare Service to consider issuing a penalty notice to the parent/carer of a child who is absent from school, without authorisation.

Any period of absence from the school which is taken without the prior agreement of the school, or is in excess of the agreed absence, will be classed as an unauthorised absence and may attract sanctions such as a penalty notice issued under the Educational (Penalty Notices) (England) Regulations 2007.

9. Persistent Absenteeism

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling during the school year for whatever reason. Absence at this level does considerable damage to any child's education and we need the parent/carer's full support and co-operation to tackle this.

The school monitors all absence and the reasons given for the absence thoroughly. Any pupil that is seen to have reached the persistent absentee mark, or is at risk of moving towards it, is given priority and we will inform the parent/carer immediately.

Persistent absentee pupils are tracked and monitored carefully. We combine this with academic tracking, as it is likely that such absences will affect the pupil's attainment.

10. Absence Procedures

If your child is absent, other than where the absence has been previously authorised, **you must follow the following procedures:**

- (a) Contact the school on the first day of absence before 9.20am; or
- (b) come into the school and report the absence to office staff; and
- (c) provide a note explaining the absence when your child returns to school.

If your child is absent and you have not notified us, we will telephone you and if there is no reply we will send a text you asking for you to explain the reason for your child's absence.

11. Attendance Monitoring.

Attendance is monitored each half term. If:

- (a) a pupil's absence falls to 95% the school will inform the parents/carers by sending a 'First Letter'.
- (b) attendance continues to remain below 95%, a 'Second Letter' will be sent to the parents/carers informing them that all further absence from that date will be unauthorised absence. A meeting will be arranged for the parents/carers to meet the Head teacher, Deputy Head or the Inclusion Manager to discuss the absence;

Please Note: Any child whose attendance reaches 85% or below, will be referred to the Attendance Welfare Officer.

12. Attendance Welfare Officer

Parents/carers are expected to contact the school at an early stage to work with the Inclusion Manager to resolve any attendance problems. This is nearly always successful. If difficulties cannot be resolved in this way, the Headteacher or Inclusion Manager must refer the child to the Attendance Welfare Officer. If attempts to improve the child's attendance fail and unauthorised absences persist, the Attendance Welfare Officer can use sanctions such as imposing a penalty notices or prosecuting the parent/carer in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local authority.

Alternatively, parents may wish to contact the Attendance Welfare Officer themselves to ask for help or information. The Attendance Welfare Service is independent of the school and will give impartial advice. Their telephone number is 020 8314 7381.

13. Attendance Monitoring

Monitoring checks are carried out at intervals. Attendance information is gathered on all pupils with less than 95% attendance. This information is used as the basis for discussion and planned action by the school or Attendance Welfare Officer.

Parents/carers may be requested to a meeting with the Headteacher, Deputy Head or the Inclusion Manager if there are concerns relating to a pupil's attendance or punctuality.

The Headteacher, Deputy Head or the Inclusion Manager will follow up on pupils that are persistent absentees with a phone call or a letter and will arrange a meeting with the parents/carers. Such pupils are also discussed at scheduled meetings with the Attendance Welfare Officer.

14. Follow Up Procedures

The following procedure is used when a pupil's is a persistent absentee:

- (a) Informal discussion between parent and class teacher;
- (b) Meeting with the Headteacher, Deputy Head or Inclusion Manager to plan action and support for the parent or pupil, as appropriate;
- (c) Follow up letter if no improvement;
- (d) Formal discussion with the Headteacher, Deputy Head or Inclusion Manager; and finally
- (e) Involvement of the Attendance Welfare Officer.

15. Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day they may miss vital information for the day which will impact on their learning. Structure and routine are key to a child's emotional development. Good time keeping is a vital life skill which will help your child as he/she progress through school life and out into the wider world.

The school day starts at 8.50am and we expect our pupils to be in school before that time. **Registers are marked by 8.55am** and if your child is not in school by that time your child will be marked as late.

At 9.10am the Registers are closed, in accordance with the Educational (Penalty Notices) (England) Regulations 2007. If your child arrives after that time they will receive a mark that shows them to be on site, but this will count as an unauthorised absence. You could face the possibility of a penalty notice, if the problem persists.

If your child is persistently late you will be asked to meet the Headteacher, Deputy Head or the Inclusion Manager to discuss how the problem can be resolved. You can approach the school for help, at any time, if you are having a problem getting your child to school on time.

The legal situation regarding lateness is as follows:

- (a) Where there are acceptable reasons for lateness the Register will be marked with the letter 'L' which legally indicates that your child, although late, was present in school; or
- (b) Where a child's late arrival is unacceptable, unexplained or persistently after the **legal closure of the Register at 9.10am** the child will be marked on the Register with the letter 'U'. This counts as an absence, even though your child was eventually present in school. Do note that in serious cases, this could lead to **prosecution by the Local Authority**.

Policy History

First Draft	2010
Reviewed	March 2017
Next Review	March 2020

This policy was agreed by the governing body of Holy Trinity School on 23rd March 2017 and supersedes all previous policies relating to this area.

Signed
Jacqueline Paschoud (Chair of Governors)

Appendix A



Request for Leave Form



Name of Child:	Year Group:	Current Attendance %:	Date of Request:
Period of absence requested	From:		To:
Reason for absence			
Travelling to:			
Up to date contact numbers:			
Emergency Contact: (Someone who will still be contactable while you are away)			
Email:			

Authorised by Headteacher	(Part) Yes/No	(All) Yes/No
Period of absence authorised	From:	To:

This is an agreement made between yourself and the Headteacher. It is your responsibility to inform the school of any changes. If your child has not returned by the agreed date, their absence will be recorded as unauthorised. This will be reported to the Attendance Welfare Officer and may result in a fixed penalty fine or court order being made against you. If you have not returned by the agreed date and have not made contact with school or are uncontactable, this may result in a Child Missing in Education Referral. This will remain on your child's file.

Authorised by: _____ Signature: _____ Date: _____

Parent/Carer: _____ Signature: _____ Date: _____