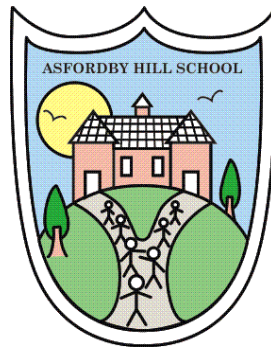


The Asfordby Hill School



Pupil Attendance POLICY

This Policy Links With: Equal opportunities policy	
Recommended:	
Statutory:	Y
Date Reviewed:	Spring 2019
Date of Next Review:	Spring 2022
Committee Responsible for Review:	Curriculum/FGB
Signature of the Chair of Governors:	

As a school we aim to:

- Maintain an attendance rate of a **minimum** of 97.5% per child and overall as a school
- Maintain parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences, by 9:20am, with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

We shall:

- Follow up unexplained absences by phone calls on the first day of absence and letters where required
- Remind parents of the importance of regular attendance and punctuality in newsletters, web-site and school brochure
- Publish our attendance rate regularly to allow parents to see how near our 97.5% minimum target we are
- Acknowledge and reward good attendance through 100% attendance certificates
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance, for example; by holding meetings / sending letters with current attendance rates
- If we continue to have concerns, make a referral to the Education Welfare Officer, who visits the school regularly to review and support attendance matters

Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example if a child is ill, close family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically. We ask parents to complete the 'Exceptional Leave Form' to request absence during term time. These requests will be considered by the Head Teacher on an individual basis, in line with the policy.

Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Going shopping or for a hair cut
- Because it is your child's birthday
- Unapproved Holidays
- **The Education Welfare Officer may contact you and consider taking legal action against you if your child has a number of unauthorised absences.**

Punctuality

Morning registration begins at 8:50 am. It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day. If your child misses this short but vital session, their work for the whole day may be affected. Many lessons begin at exactly 9:00 am and late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.

Arrival after the close of registration will be marked as unauthorised absence or as a 'U' for arrival after the register has closed.

We will let you know if we have concerns about your child's punctuality.

Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time. Please let us know if you are going to be unavoidably detained.

Term Time Leave of Absence

We are always concerned about the amount of school time pupils' miss as a result of family holidays. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the head teacher in accordance with the school policy as agreed by the board of governors.

It is our policy:

- That the school does not allow leave of absence for holidays in term time, unless under exceptional circumstances. As stated above, this permission will be given by the Head Teacher in accordance with the school policy.
- If the school does not agree holiday leave, and you take your child on holiday, the absence will be unauthorised.
- Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A *good* understanding of the work can only take place when the pupil is in the classroom.

Leavers

If your child is leaving other than at the end of Year 6 to go to High School, parents are asked to:

- Give the school full information about their plans including date of move, new address or at least the town you will be moving to, new school and start date when known
- Let us know when you move
- Provide us with contact details for your child's new school so that important records may be transferred

Children Missing Education

When pupils leave and you have not given us the above information, and cannot contact you, then your child is considered to be a **Child Missing Education**. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formerly Social Services) the Police and other agencies, to try to track and locate your child.

By giving us the above information, unnecessary investigations can be avoided.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The Educational Welfare Officer aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.

Register Codes

- / \ present in school
- B educated off site
- C other authorised circumstances
- D dual registration
- E excluded
- G Family holiday (not agreed)
- H Family holiday (agreed)
- I Illness
- L late (before register closes)
- M medical/dental appointments
- O Unauthorised absence
- U Late (after register closes)

Covid-19 Addendum, added September 2020

Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to Coronavirus

Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) guidance on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the Leicestershire County Council.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)

- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's guidance on full reopening for schools (see number 9 in 'the system of controls').

Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy

- They cannot attend school due to specific circumstances related to coronavirus (see section below)

Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission

- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school

Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible either via telephone or email to the office or Headteacher.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 10 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' previously of this addendum.

Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's exemptions list.

The pupil must quarantine for 10 days on their arrival to the UK and return to school thereafter.

Pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to the school office or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Our approach and expectations regarding remote education are set out in our Remote Learning Plan.

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to 'exceptional circumstances' (as defined in our Attendance Policy)

Unable to attend for reasons related to coronavirus (X – absent for Covid reasons.)

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken at 9:10am and will be kept open until 9:15am. The register for the second session will be taken at 1:35pm and will be kept open until 1:40pm.

Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

Follow up on their absence with their parent or carer by office staff via phone call.

Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will arrange a phone call appointment between the parent/carer and the Headteacher to explain the protective measures the school is taking to keep pupils safe.

Parents are free to ask any questions and share their concerns.

Work will be provided for the pupil(s) until they attend.

Legal sanctions

If a parent chooses not to send their child back to school, they will be referred to the Inclusion Team at County Hall and a Child Missing Education Return will be submitted.

Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every two months by the Headteacher and SLT. Governors will be informed of updates when made.