



**Ashford Oaks**

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**Attendance Policy**

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<p><b>Agreed by the governing body on:</b></p>	<p>03/07/2017          23/05/2018</p>	
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<p><b>Signed:</b></p>  <p><b>Chair of Governors</b></p>		

## Ashford Oaks Attendance Policy

At Ashford Oaks the Governors and Staff know that coming to school every day and arriving on time is an important part of a child's learning.

- All children of statutory primary school age (5-11) are to attend school regularly.
- The Governing body will ensure that it stays up-to-date with current government legislation.
- The Governing body will ensure that the attendance target setting procedures comply with the regulations.
- The school's target is 96.5%.

### Overview

- To encourage all children to attend school all day, everyday
- Support families where attendance is poor
- Promote the need to arrive at school on time

### We will achieve this by

- Providing an attendance leaflet to all families explaining our expectations
- Using a reward system and assemblies to celebrate good attendance
- Providing attendance details on all progress reports
- Contacting parents when no reason for absence is received on the 1<sup>st</sup> day
- Updating the School's Information Management Systems (SIMS) on a daily basis recording absences and late arrivals, with reasons in accordance with the LA Absence Codes (as detailed page 3)
- Encouraging parents to bring their child in on time
- Holding a weekly review of poor attendance and punctuality.
- Inviting parents to meet with an attendance panel when concerns are raised.
- Where a child's attendance or punctuality is poor :-
  1. We will issue a letter and/or contact the parents/guardians to request improvement and provide support as required.
  2. If no improvement results we will apply for a Penalty Notice to be issued in the following circumstances
    - (i) Where a child has at least 10 or more half day sessions (5 days) without authorisation during a period of 100 possible school sessions – these do not have to be consecutive.
    - (ii) Persistently late (coded U) for up to 10 sessions after the register is closed during a period of 100 possible school sessions – these do not have to be consecutive.
    - (iii) Where a parent has taken their child out of school for holidays in term time without the schools authorisation.
  3. And they are identified as vulnerable and/or within our Special Resource Provision we will arrange with the parents/careers to consider a staggered start or family support where deemed necessary.

Sanctions of any measure will only be used where parental co-operation in the effort to support regular attendance is either absent or deemed insufficient to resolve the presenting problem.

- Where there is clear evidence of underlying problems in a family that requires more intensive support a notification to the Early Help/Preventative Service will be issued.
- Regular reports are provided for discussion at Core Senior Leadership Team

(CSLT) meetings and at Governors meetings. This will include any exclusions and penalty notices. Children are not identified at Governor meetings so as not to prejudice any appeal.

### Attendance Absence Codes

/	Present am
\	Present pm
B	Educated off site (not dual registration)
C	Other authorized circumstances (not covered by another appropriate code / description)
D	Dual Registration (attending other site)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late before the register is closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit
W	Work Experience
#	School closed to staff and pupils
Y	Enforced enclosure
X	Non compulsory school age absence
Z	Pupil not on role
-	All should attend no mark recorded

### Absences Procedures

Your child should always attend school regularly during the term time. There are only two real exceptions to this:

- When your child is too ill to go to school
- When the school has authorised your child to be absent (We will consider absences for special circumstances such as attending a family wedding/funeral, death/terminal illness, prison visit, health appointment or religious circumstances.)

The following are some of the reasons, but not an exhaustive list, of absences which the School will **not** agree to (unauthorised):-

- Holidays of any length
- Where examinations and assessments will be missed
- The start of term
- Day trips, shopping, jobs at home
- Birthdays

- Not having a school uniform
- Truancy
- Keeping another child at home due to the illness of a sibling
- Persistent non-specific illness (e.g. poorly/unwell)
- Medical/dental appointments of more than half a day (without good reason)
- Head lice and other minor complaints

Having considered the above if a parent wishes to take a child out of school they must complete an absence request at the first possible opportunity via the school office, stating the reason for the request.

The Headteacher is the only person who may authorise absences. The Headteacher is not obliged to accept a parent's explanation. Parents will be notified of the outcome of their request.

If an absence is not *authorised* (agreed) it will be recorded as *unauthorised* (not agreed). If a child has more than 10 unauthorised absences (O) or 10 unauthorised lates (U) during a period of 100 possible school sessions – these do not have to be consecutive. a penalty application will be issued for each parent.

### **Illness**

- The school requires parent/guardians to telephone/text/email at the beginning of the day (1<sup>st</sup> day) to provide details of the absence and when the child is expected to return to school.
- If more than one day, parents/guardians should keep in touch each day unless the school has advised the parent they may leave it longer.
- Evidence of absence will be required after 3 consecutive days of absence. Continued absence without evidence will be marked as unauthorised and may result in the issue of a penalty notice. Evidence may also be required where a child is regularly absent for 1 or 2 days or has poor attendance.
- If an absence is not reported to the school and the school has called/text the parent/guardian with no response (same day), the absence is 'unauthorised'. The school will make every effort to obtain a reason on the same day as it is recognised that a child could have left home and not arrived at school.
- In addition, a letter requesting information regarding the unreported absence will be issued for children below 95%.
- If the school cannot make contact after 3 consecutive days we complete a home check and where necessary we will refer the matter to the School Liaison Officer.

### **Medical or dental appointments**

Parents are encouraged to make appointments out of school hours. Where this is not possible parents should request an absence pupil pass at the first possible opportunity. Parents will be asked to show the school any letters or appointment cards supporting the appointment. For an emergency appointment the school should be informed by telephone and the appointment card brought in after they return to school.

All efforts should be made to ensure that siblings attend school as normal.

### **Late arrivals**

The school recognises that children who arrive late can often be stressed, which takes them longer to settle and learn. It also disrupts the class. Parents will be

encouraged to bring their children to school on time every day. Where necessary, families will be encouraged to organise their morning preparations so their child can arrive on time. Parents should aim to arrive at school at 8.40 a.m. when the gates open. Breakfast club is available at a small charge from 7.30am – 8.40am.

A child is considered to be late if they are not seated and ready to learn by 8.50 a.m. and will be marked late if they arrive after 8.50 a.m. Parents should leave the school building by 8.50 a.m. when registration and learning will begin. A child arriving between 8.50 to 9.15 a.m. is late before the register is closed. A child arriving after 9.15 am onwards is late after the register is closed and is *unauthorised* unless for a pre-agreed reason.

All 'late' children will be recorded in the late book. A penalty notice may be issued to each parent of a child who arrives late after the register has closed at 9.00 am for more than 10 sessions.

Please refer to Safeguarding Policy for 'Child Missing in Education' criteria/procedure.

### ***Penalty Notices***

- Penalty notices (fines) will be instigated by the school when a child is frequently late or has unauthorised absence. The parent will be given written prior notification that this action has been taken.
- Penalty notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduce to £60 if paid within 21 days. Failure to pay the penalty in full at the end of 28 day period may result in prosecution by the attendance Service.
- Non-payment of a Penalty Notice may result in prosecution under the provisions Section 444 of the Education Act 1996 or prosecution under Section 103 of the Education and Inspections Act 2006.

**We will work with families to maintain good attendance and only use the full terms of this policy where absolutely necessary and where all other interventions have not succeeded in obtaining an improvement to a child's attendance.**