

All Saints' C of E (VC) Primary School

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All Saints' Primary School

Attendance Policy Summary

This document is a summary of the full Attendance Policy which can be found on the school website. For further information, please refer to the full policy.

Introduction

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Why is good attendance important?

We believe that a child's attendance and punctuality are essential to maintain consistent progress and achievement in both curriculum knowledge and understanding, and personal and social skills, raising standards of attainment and giving every child the best education experience possible.

We want all the students to achieve the very best they can and for this they need to be in school regularly. Irregular attendance makes it harder to keep up with work, school life and events. Late arrival disrupts the education not only of the student who is late, but also of others in the class. Erratic appearances at after school clubs and social events can affect their feeling of belonging and, for some children, their ability to sustain friendships. They may miss explanations of homework, key learning experiences or other important information in need of a response.

Attendance Target

Each school sets its own annual target for attendance, in collaboration with the School Governors.

The attendance target this year is 96.1%. It is expected that the whole school community will work together to achieve this target.

School Hours

The school has a morning drop off window from 8.30 to 8.45. Morning registration is taken at 8.45am for all pupils and your child will receive a late mark (late before register closes) 'L' if they are not in by that time. Afternoon registration begins at 1.00 pm for EYFS and KS1 and at 1.30pm for KS2 pupils.

The school day ends at 3.15 when pupils are collected from their classrooms.

If a pupil arrives after the register has closed, at 8.50, they should report to the school office to be entered with U = Late (after registers closed)

Working in partnership to support good attendance

Role of parents/carers	Role of pupil	Role of school
Ensure their child attends school every day unless they are too ill to attend or there is an acceptable reason for absence	Do their best to attend school on time and on a regular basis	Follow up unexplained absences by telephone on the morning of absence
Ensure their child arrives on time, prepared and equipped for the day	Answer the register clearly during morning and afternoon registration times	Encourage parents to consider 'when is ill too ill for school' and when children should come in
Contact the school by phone, by email or in person before 9.30a.m. on the first morning of all absences	Report to the school office when arriving late	Promote the importance of good attendance and the impact that poor attendance has on a child (Attendance leaflet)
Arrange dental and doctor's appointments out of school hours or during school breaks wherever possible	Work collaboratively and cooperatively with the school, other agencies and their parents/ carers to solve any attendance or punctuality issues	Write to/speak to parents/carers requesting an explanation if no explanation of absence is received
Inform the school in advance when it is not possible to arrange a medical appointment out of school hours and return their child to school following a medical appointment.		Remind parents/carers of the importance of regular attendance and punctuality in the school newsletter and publishing details of whole school attendance on the newsletter
Keep the school updated by telephone or letter if your child has an extended period of absence due to illness		Report to parents on their child's attendance half termly
Accept the professional judgement of the Head of School when they consider if the absence of a child is authorised or unauthorised Communicate with school about their child's progress and attend meetings such as Parents' Evenings		Publish your child's attendance rate on his/her annual school report
Work with the Head of School to help improve the situation if a child's attendance is below the expected level		Inform you of any concerns we have regarding your child's attendance
		Monitor attendance fortnightly and meet with or communicate with parents when attendance falls below the target

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, however is not exhaustive:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- absences which have never been properly explained
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave, not deemed 'for exceptional purposes' by the headteacher - may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority
- day trips
- other leave of absence in term time which has not been agreed

There is no entitlement in law for pupils to take time off during the term to go on holiday.

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school in accordance with the Essex Code of Conduct. (Please see APPENDIX D in the full Attendance policy)

A Penalty Notice may be issued where there have been at least 10 consecutive sessions of unauthorised absence for the purpose of a holiday, however, due to the importance of pupils settling into school at the commencement of the school year, Penalty Notices may also be issued if there have been at least 6 consecutive sessions of unauthorised absence during the first two calendar weeks of September due to a term-time holiday.

At All Saints Primary School 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining

'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

We will not consider applications for leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class at the start of the academic year as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

