

LEICESTERSHIRE COUNTY COUNCIL

# **HIGHGATE PRIMARY SCHOOL**

Attendance  
POLICY

2020

**Attendance Policy Sept 2020**

## HIGHGATE PRIMARY SCHOOL

### Attendance policy.

The school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance. A Covid-19 Addendum has been written to accompany this policy that refers to the DfE “Guidance for Full Opening; Schools,” August 2020.

- A statement defining the school’s expectations relating to attendance appears in the school’s prospectus.
- Parents are advised of the school’s expectations during the induction meetings for new children.
- Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping.
- Following a change in regulations in September 2013, parents are made aware that the head teacher cannot authorise time off school for family holidays. Only in exceptional circumstances may leave be granted as authorised.
- Parents are requested to ring school by 9am to notify us that their child will be absent. The school will make a decision as to whether the absence will be coded as authorised.
- The register is taken at 8.50am. Latecomers should report to the school office on arrival (if the main gates are closed). The child will be given a ‘late’ mark. The school registers are closed at 9am each morning. Children who arrive after this time will be marked as unauthorised absence.
- If the school has been informed that the child will arrive late due to a medical/dental appointment, then the appropriate code will be entered in the register on arrival. Please note you may be asked to provide the school with a confirmation appointment card/letter.

### **Absence:**

- A child’s absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence.

- Attendance will be monitored termly, and parents will be informed of their child's attendance should it fall below the school's target of attendance (below 95%).
- Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:
  - A child continues to be absent for more than 7 consecutive days without explanation.
  - A child is absent for 7 school days or more with an unsatisfactory explanation.
  - A child's attendance drops below our agreed attendance target.
- Where a pattern of unauthorised absence persists, or attendance does not improve, despite the school's involvement, the school employs the services of an external Educational Welfare Officer who will write to parents and follow up unauthorised or persistent absence (which can lead to a fine or court proceedings).
- Office staff will monitor any unexplained absences and will telephone home for a reason.
- If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the head teacher.
- Towards the end of the Summer term attendance figures will be included with the child's annual progress report.
- Attendance figures are reported termly to the governors in the Head's Report.

### **Procedures:**

- Attendance is reviewed on a monthly basis where pupils identified as persistent absentees in line with the set government criteria and the school's attendance target are marked for further monitoring and or action due to the link between attendance and attainment. We as a school have a duty to inform parents of their child's attendance and how this can impact upon their performance.
- Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.
- Lateness – where lateness becomes an issue the matter will be discussed with the parents and this will be monitored, and a record kept.

- Holidays – holidays in term time cannot be authorised. Should a parent need to take their child out of school during term time for exceptional circumstances, they should, before making a booking, put their request in writing (supporting this with evidence where necessary). The headteacher will make a decision based upon the evidence given. Unauthorised holidays may be reported to the local authority who have the right to take legal action against offending parents.

In the eventuality of a child having long term absence or persistent absence the Education Welfare Officer or Persistent Absence team will be contacted for advice.

Reviewed by Mr. Troy Jenkinson / Paula René (Children's Attendance Welfare Service Ltd – [www.childrensattendance.co.uk](http://www.childrensattendance.co.uk)) - Jan 2016, August 2018 and August 2020

Adopted September 2020

To be reviewed Summer Term 2022.