



"We all flourish from a wealth of learning experiences that positively impact on our educational, physical and emotional success"

Attendance Policy

Horsted School



Approved by:	S Steer	Date: 04/10/2023
Approved by Vice Chair of Governor:	S Roe	Date: 04/10/2023
Last reviewed on:	02/10/2023	
Next review due by:	02/10/2024	



Attendance Policy

Status: Statutory

1 Introduction

- 1.1 This policy follows the requirements of the Education (Pupil Registration) Regulations 1995, and subsequent amendments: the Pupil Registration Regulations (Ofsted) 2006, the Family Holidays (Term Time Holiday 2013 and the Children Missing in Education guidance (2016).
- 1.2 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school. Attendance Expectation is 96%.
- 1.3 The Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Roles and Responsibilities

- 2.1 The governing board has overall responsibility for the implementation of the Attendance Policy and procedures.
- 2.2 The governing board has overall responsibility for ensuring that the Attendance Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3 The governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- 2.4 The head teacher is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school.
- 2.5 The school will ensure that their admissions register is kept up-to-date at all times, and will encourage parents/carers to notify them of any changes as they occur.
- 2.6 Staff, including teachers, support staff and volunteers, are responsible for following the Attendance Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.
- 2.7 Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.
- 2.8 Parents are expected to take responsibility for the attendance of their child during term-time.

- 2.9 Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
- 2.10 Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

3 Definitions

3.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and Mrs Sarah Steer has received notification from a parent or guardian via the school office absence line or email absence@horstedschool.co.uk on the first day of absence.
- Only the school can authorise an absence. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

3.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3.3 Lateness

- Children are expected to arrive at school on time (Foundation and Key Stage 1: between 8.30 – 8.40am, register officially closes at 8.45am; Key Stage 2: between 8.30 – 8.40 am, register officially closes at 8.45 am).
- Children arriving late should report to the school office, where the time of arrival and the reason for lateness will be recorded.
- Monitoring of lateness takes place on a weekly basis.
- Parents will be notified by letter where the weekly monitoring reveals more than 5 late marks in the month.
- If lateness continues, parents will be asked to come to the school to discuss the matter. If the lateness does not improve, a further letter will then be sent warning that the school is concerned and will be referring the matter to the LA's Attendance Advisory Practitioner (AAP), who may consider issuing a Fixed Penalty Notice.

4 If a child is absent

- 4.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.
- 4.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.
- 4.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 4.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then contact the parent or guardian straight away, in order to check on the safety of the child.
- 4.5 If a child has a bout of sickness **or** diarrhoea, they should return to school 24 hours after the last episode.
If a child has **both** sickness and diarrhoea, they should return to school 48 hours after the last episode.

5 Requests for leave of absence

- 5.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we understand that there may be exceptional circumstances under which a parent may wish to request a leave of absence for a child. We expect parents and carers to contact the school at least a week in advance with such a request. Once a request for leave of absence is received, it will be considered by the Head teacher.
- 5.2 The Head teacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher should determine the number of school days a child can be away from school if the leave is granted. **More affordable holidays or parents' holiday allowance/dates from their work do not constitute exceptional circumstances.** Parents must pay £60.00 within 21 days or £120.00 within 28 days. There is an automatic referral to the Magistrates court if not paid.

6 Long-term absence

- 6.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 6.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside of school.

7 Repeated unauthorised absences

- 7.1 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.
- 7.2 **Sanctions**
A Fixed Penalty Notice (FPN) may be issued where a parent fails to ensure their children's regular attendance at school, or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. The Attendance Advisory Service can issue a FPN without the need for any warning letters. Parents must pay £60.00 within 21 days or £120.00 within 28 days. There is an automatic referral to the Magistrates court if not paid.

8 De-registering a child

When a child is removed from the school on a permanent basis by a parent or guardian, the school will follow the requirements of the Children Missing in Education guidance (2016), by informing the LA of the pupils' destination school, details of their home address and that they are about to delete the pupils' name from the admission register (under all 15 grounds contained in the guidance).

Registering a child

- When registering a new pupil, the school will inform the LA, within five days, of the pupils' details, including the pupils' address and previous school (where this information can be reasonably obtained).

9 Rewards for good attendance

- 9.1 All the children who have 100 per cent attendance will receive a certificate and medal at the end of the academic year. They will also be entered into a raffle for the opportunity to win a £50 voucher / gift card.

10 Attendance targets

- 10.1 Attendance targets (percentage of pupils in the school who attend the school across the year) are set by the LA for each school year.

11 Monitoring and review

- 11.1 It is the responsibility of the governors to monitor overall attendance. Attendance percentages are presented at each meeting of the full governing body. Governors will also request an annual report from the Head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried

out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

- 11.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 11.3 The rates of attendance will be reported in the school prospectus.
- 11.4 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head teacher or Deputy Head teacher, who will contact the parents or guardians.
- 11.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Signed: Mr S Roe (Vice Chair of Governing Body)

Date approved: 4th October 2023

Date of Review Due: 4th October 2024