

## **Attendance Policy and Procedures**

### **Aim and Rationale**

- To ensure that all children receive their right to an education through regular attendance at school.
- Children achieve a 97% or greater attendance on a termly basis.
- Enables children to maximise their access to a broad and balanced curriculum
- It is a significant factor in ensuring equality of opportunity.
- Supports the development of positive attitude towards school.
- Fosters an understanding of the importance of reliability and punctuality in everyday life.
- Promotes peer acceptance.

### **Guidelines**

The importance of regular attendance is raised as a whole school issue:

- School letters
- The Head's report to EAB
- Weekly assemblies
- School displays

### **Attendance is raised as an issue to classes, individuals and families:**

- At daily registration
- By the Learning Mentor through telephone conversations, letters and school text messaging.
- Involvement of the Education Welfare Officer (EWO).
- Home visits when necessary.

### **Procedures to monitor and address attendance issues**

- Registers monitored daily.
- Unauthorised absentees contacted by phone within the first hour of the day.
- Schools should hold at least three phone numbers for different adults and all will be contacted if we cannot get hold of the primary carer/contact.
- Schools should immediately send a member of staff when contact cannot be made by phone with the parent of an unexpectedly absent child.
- If there is no answer when staff visit the family home, the police should be called immediately.
- Trends in absence monitored.
- Weekly monitoring of attendance.
- Termly letters to parents of children with below 90%
- Termly print out of attendance to every family.
- Formal letter outlining consequences of persistent absence.
- EWO implements formal procedures – this may include fines for parents whose children have more than 21 unauthorised absences within a term.

### **Medical Appointments**

- Families are encouraged to make medical appointments out of school hours.
- Medical appointment cards must be seen by the school office for authorised permission to be given.

### **Holidays in Term Time**

In line with government legislation no requests for holidays can be authorised except in exceptional circumstances. For Highfields to consider exceptional circumstances a leave of absence form must be submitted before at least 4 weeks in advance of booking a holiday. A meeting or phone call will then take place to consider the request. All holidays will be classed as unauthorised absence unless you receive written confirmation from the academy to say that the holiday has been authorised. There are no exceptions. All holidays that are unauthorised will be referred to the Local Authority to issue a Fixed Penalty Notice. When a Fixed Penalty Notice is issued the penalty is £60 per child, this increases after 28 days of non-payment. Failure to pay within 28 days will result in a summons to appear before the magistrate's court on the grounds that the parent has failed to secure their child's attendance. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are paid to the Local Authority.

### **Rewards for good attendance.**

- Class teacher praise
- Weekly awards for the class with the highest attendance.
- Half termly prizes.
- Termly certificates for 100% and 97%+ attendance.

### **Procedures to monitor late arrivals**

- Late children are monitored daily.
- Late children are signed into school at the school reception.
- Trends identified and parents contacted.
- Support offered as needed and appropriate.

Policy effective from 1.1.16

Reviewed Sept 2017.



H. Wriglesworth  
Chair of EAB

To be ratified by full EAB March 2017