



Policy on Attendance

1 Introduction

- 1.1 When the school is in session, we expect all children on roll to attend each day as long as they are fit and healthy enough to do so. We do all we can to encourage good attendance and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- 1.2 Your child's attendance is one of the greatest factors to affect academic success. The education (pupil registration) England (amendment) regulations 2013, which came into force on 1 September 2013 made clear the Headteachers may not grant any leave of absence unless 'exceptional circumstances' exist.

2 Definitions

2.1 Authorised absence

An absence is classified as authorised when a child has been away from school and the Headteacher has agreed to this as being a legitimate reason for absence. Only the school can make an absence authorised. 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 can be an authorised absence.

Absence for a bereavement of a close family member is usually considered an exceptional circumstance - but for the funeral service only - not for extended leave.

Absences for important religious observances but only for the ceremony and travelling time - not for extended leave

2.2 Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent

2.3 What will be unauthorised?

An absence will be unauthorised if:

- An event can reasonably be scheduled outside term time
- A holiday is taken during term time (a Fixed Penalty Notice will be requested if this holiday is subsequently taken)
- A visit to family members is made when it could have been scheduled during holiday periods or outside school hours. Children may, however, need to visit seriously ill relatives



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3 If a child is absent

- 3.1 When a child is absent unexpectedly, the Class Teacher will record this absence in the register. The parent must phone by 9am that morning to inform the school of the reason for absence. If this does not happen, the Admin Officer will endeavour to contact a parent or guardian by phone or text.
- 3.2 An explanation of the reason for absence will be recorded on SIMS on our absence proforma
- 3.3 If the parent does not phone or the Admin Officer cannot make contact, the absence will be coded as unauthorised.

4 Requests for leave of absence

- 4.1 We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence. We expect parents and carers to contact the school at least 10 days in advance to complete a LOA form (Leave of Absence form).
- 4.2 Authorisation of any absence will be the decision of the Headteacher and Chair of Governors.
- 4.3 We will take the child's previous record of attendance into account when making decisions. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.

5 Long-term absence

- 5.1 If an absence for illness or medical reasons is likely to continue for an extended period or is going to 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 school.
- 5.2 If a child is absent for 10 consecutive days, then the Child Missing in Education procedures will be followed.

6 Repeated unauthorised absences

- 6.1 The school will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the absences are related to illness, medical evidence will be requested. If the absence continues for more than 15 sessions, a School Attendance Panel (SAP) meeting may be convened.
- 6.2 The Governors, supported by the LA, reserve the right to consider taking legal action against any parent or guardian who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. This may include fixed term penalties.



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7 Monitoring and review

- 7.1 It is the responsibility of the *Governors* to monitor overall attendance. This will be carried out termly via the Head Teacher's report to *Governors*. The governing body also has the responsibility for this policy and for seeing that it is carried out. The governors will therefore closely examine the information provided and seek to ensure that our attendance figures are as high as they should be.
- 7.2 The school will keep accurate attendance records on file for as long as necessary.
- 7.3 The policy will be reviewed by the governing body every year or earlier if considered necessary

Reviewed September 2017: Reviewed Annually