



## **Brimington Manor Infant and Nursery School**

### **Attendance Policy (in association with Staveley & Brimington Learning Community)**

#### THE LAW

Under Section 7 of the Education Act 1996 the parent/carer is responsible for making sure that their child receives efficient suitable full-time education.

Compulsory school age is defined being from the age of 5, when they should commence on or after their fifth birthday.

Compulsory school age ends on the last Friday of June in the school year that they reach 16 years old.

If a child does not receive a suitable education by regular attendance then, under Section 43 of the Act, the Local Authority must begin procedures for issuing a School Attendance Order. Since March 2001 there is a more serious offence where a parent/carer who fails or knows that their child is failing to attend regularly at school without reasonable justification can be prosecuted under Section 444 (1a) which can lead to a fine or a custodial sentence.

#### THE ROLE OF THE SCHOOL

The school takes a register twice a day, once at the beginning of the morning session and once during the afternoon session. The register shows whether a pupil is present, engaged in an approved educational activity, off-site or absent.

Please note: attendance at speech and language therapy at the clinic constitutes off-site provision.

#### ABSENCE

The register must show whether an absence is authorised/unauthorised.

Authorised: when the school has given approval in advance to be away or has accepted an explanation offered afterwards as satisfactory justification. All other absences must be treated as unauthorised.

Please note: school, not parents/carers, authorise absences.

See registers for what is authorised and what is not. School should be consistent in applying the same rules about authorisation. School should also make sure that parents are aware of their responsibilities for ensuring their child attends regularly.

Parents/carers should phone school on the first morning of absence to say why their child is absent from school. If a parent/carer has not phoned by 9.20 am then school will contact the parent/carer to find out if it is a known absence.

If a child is absent for more than 5 school days then school will contact the parent/carer to enquire how the child's health is and for how long the absence will continue.

### TERM TIME HOLIDAYS

Children will only be allowed term-time holidays in 'exceptional circumstances'; this is in line with Education (Pupil Registration) (England) (Amendment) Regulations 2013. If parents/carers wish to take holidays in school time they must complete an 'Exceptional circumstances' holiday request form. Each holiday request will be assessed individually against set criteria.

### PARENTS/CARERS

Parents/Carers will be given evidence of their child's attendance in the child's Annual Report. Parents/Carers will be kept informed if a child's attendance is a cause for concern. Parents/carers are legally responsible for ensuring their child's regular and punctual attendance where they are properly dressed and equipped and in a fit condition to learn. Parents are responsible for immediately informing the school of the reason for any absence by phone call on the first morning of any absence. Parents will avoid arranging family holidays during term time.

### ACTION BY SCHOOL TO IMPROVE ATTENDANCE

1. An effective system and procedures for encouraging attendance.
2. An effective system for investigating poor attendance.
3. An agreed system for dealing with poor attendance.
4. Parents/carers are made aware of the Attendance Policy and encouraged to co-operate with the systems and procedures.
5. Clearly set out staff roles and responsibilities.
6. Links to Behaviour and Anti-Bullying Policies.
7. Follows the LA's attendance strategy.
8. Endorsement by the Governors.

9. Evidence of parental and pupil consultation on the Policy.
10. Registers are always kept up to date.
11. All schools in the SBLC utilise approved software to collate and analyse data to determine action and identify trends.
12. All schools agree in exceptional circumstances leave of absence will be granted.
13. An effective system to monitor punctuality.
14. A system for dealing with late arrivals.
15. A system for dealing with unauthorised absence (when contact will be made with parents/carers, how and when letters will be used, what measures will be taken to re-engage disaffected pupils, what rewards/incentives will be used to encourage attendance and what sanctions will be taken against poor attendance).
16. A system for referring cases to EWO (when, by whom and how).
17. School Health will be kept informed and become involved if appropriate.
18. A system for the re-integration of a pupil who has been absent (pastoral support, ESW support for the family and the mentoring system).

#### ROLES AND RESPONSIBILITIES

The Headteacher is responsible for the management of the Attendance Policy, for which the day to day management is delegated to the School Clerk/Pastoral Admin Team.

All staff should work to raise levels of enjoyment and commitment to learning by the children.

Class teachers should ensure that the person with responsibility for checking up on attendance is aware of absence or trends in absence to ensure that person to target their efforts. The class teacher may well be able to identify some underlying cause for poor attendance which they must share with the Headteacher and/or School Clerk/Pastoral Admin Team.

The School Clerk/Pastoral Admin Team should bring to the attention of the Headteacher (or member of the Senior Management Team if appropriate) any issues that arise that need a more considered response than the normal systems.

Date of Policy: Autumn 2016

Review Date: Autumn 2018 ( or before if required)