



Attendance Policy

Upton for Inclusion

This policy was written by those leaders responsible for monitoring attendance in the Upton Education Improvement Partnership (EiP) schools and in consultation with Cheshire West and Chester Education Welfare Service (September 2013). The policy is written in line with the legislation 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013.' This policy will be reviewed at appropriate intervals.

Policy Statement

All children need to attend school for the full 190 days of the academic year in order to receive their educational entitlement and to make the most of that education. Children with poor attendance tend to achieve less well in both primary and secondary school. All schools within the EiP will follow procedures that comply with the law, relevant education legislation and codes of practice, and other relevant national/local requirements which aim to achieve best practice for all groups of children.

Principles

The EiP Policy is founded on the following key principles

- ✓ good attendance will be promoted and absence reduced, including persistent absence
- ✓ every child will have access to a full-time education to which they are entitled
- ✓ any patterns of absence will be acted upon early in collaboration with pupils, parents and the Education Welfare Service
- ✓ parents will be held accountable in performing their legal duty of ensuring that their children of compulsory school age attend school regularly
- ✓ children will be punctual to lessons

Policy in Practice

Punctuality

School starts at 9.20am and all children are expected to be in their form room at 9.30am. Children arriving after that time must come into school via the main entrance and sign the late sheet stating the reason for lateness. The register is recorded at 9.30am and at 9.50am the register is closed. Children arriving after this time will receive an unauthorised absence. Persistent unauthorised absences may result in the Local Authority issuing a Fixed Penalty Notice.



Absence

Absence is recorded legally as '**authorised**' (approved by school) or '**unauthorised**' (not approved by school). If the reason for absence is medical, parents are required to telephone the school office by 8.45am on the first day of absence. When school has not been informed of the reason for absence attempts will be made to contact a parent. Failure to contact a parent may result in the school contacting Education Welfare or Social Care.

Parents requesting **Leave of Absence** for any reason other than medical must complete the form (Appendix 1) in advance. All leave of absence is at the Headteacher's discretion. In making a decision to authorise leave of absence the Headteacher will consider if the absence is due to exceptional circumstances:

- the parent is due to go on tour or has just returned from tour within the **Armed Forces** (Services)
- **Family Crisis** (adoption; bereavement; additional medical needs)
- **Religious Observance** by the religious body to which the parents belong
- Participation in a **supervised sporting activity** approved by the school
- **Medical or dental appointments** (non-routine)
- **Modelling or special stage performances** (as long as it can be proved that the education of the child does not suffer)
- **Examinations**

Leave of Absence due to Family Holidays

Leave of absence due to a family holiday during term time will not be authorised unless the reason meets the exceptional criteria above. In response to your leave of absence request a decision will be made and a letter sent to you within 5 working days. If leave of absence is authorised, a date to return must be agreed with the Headteacher. A child who is absent longer than the 5 days after an agreed date can be legally removed from the school register and the parent may be liable to prosecution.

When the leave of absence is 'unauthorised' and a child incurs 10 unauthorised absence marks in a term i.e. five school days, a **fixed penalty notice** will be issued. The current rates payable by parents are £60 where the amount is paid within 21 days and £120 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrates' Court.

Signed: Chair of Governors

Signed: Headteacher

Date:



Appendix 1 Form for any request of non-medical leave of absence

Name of School			
Name/s of Child/ren		Year Group/s	
Do you have any other children in other schools? If yes please write name/s of child/ren and school.			
State reason for absence			
First day of absence		Total number of school days missed	
Return date to school			
Signature (Parent)		Date	
Signature (Parent)		Date	
For School Office Use Only			
Acknowledgement of reply for Leave Of Absence			
Headteacher's Decision			
Authorised Absence		Unauthorised Absence	
Reason for Authorised or Unauthorised Absence			
Signed (Headteacher)		Date	
Copied to Parents		Register Code	