



Attendance Policy

Policy Statement

Good school attendance is essential for pupils to get the most from their education and gain the appropriate skills to equip them for life. We aim to achieve this with:

- An attendance policy that staff, parents and carers, and the Education Improvement Partnership can work to together
- Accurate and timely logging of attendance and absence
- Attendance monitoring to ensure quick and early intervention if an issue is identified
- Our staff encouraging good attendance and liaising with families and partner agencies as appropriate
- Our Family Liaison Officer supporting families as necessary

We do recognise that, as a complex needs setting, many of our pupils have medical needs that may affect attendance.

Principles

The 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 and parents by following school absence processes and in liaison with 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 doors open at 9.10am and all children are expected to be in their form room by 9.20am for registration. Children arriving after that time must come into school via the main entrance and sign in. The register is recorded at 9.20am and at 9.30am the register is closed.

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 8.40am on the first day of absence, giving a reason for the absence and an indication of when they expect their child to return to school. When school has not been informed of the reason for absence, attempts will be made to contact a parent. If contact cannot be made, the absence will be marked as unauthorised and 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:



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- 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
- Medical or dental appointments (non-routine)
- Examinations or approved sporting activities

Family Holidays during term time

Parents/Carers do not have the right to take their child/young person out of school for a holiday. 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 10 days after an agreed date can be legally removed from the school register and the parent may be liable to prosecution.

When a 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 £80 where the amount is paid within 21 days and £160 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.

What can parents and carers do to help?

- Let the school know as soon as possible why your child/young person is absent and when you expect them to return to school
- Reinforce to your child/young person the importance of attending school
- Do not allow your child/young person to have time off school unless it is really necessary
- Talk to staff at school if you feel there is an issue affecting your child's/young person's attendance

Signed:

Chair of Governors

Signed:

Headteacher

Date: January 2022



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

Name of School Dorin Park 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	



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This is a ☒ *Policy Document* ☐ *Guidance Document* ☐ *Information Document*

Reviewer: SLT

Approver: Curriculum & Development Committee

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