



## Attendance Policy

### Aims of the Policy

***To achieve good attendance of all Crookesbroom pupils because good attendance at school is vital for every child's education and establishes a good working ethos from early on in life.***

Crookesbroom Primary Academy works hard to maintain high levels of attendance. We work in partnership with parents, our Attendance Support Officer and with Doncaster's Attendance and Pupil Welfare Service.

### Why?

- The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools EAB, Local Authority (LA), Delta Academies Trust and the Department for Education (DfE).
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)
- There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, carers, the school with its EAB and the Local Authority.

### There are two main categories of absences:

- **Authorised Absence** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- **Unauthorised Absence** is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.  
*Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.*

### School Responsibilities

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions.
- To promote good attendance.
- To reward good attendance.

## Parent Responsibilities

- To have children in class ready for teaching by the start of the day.
- To inform school on **every** day of any absence.
- To work with the school to improve lateness and attendance.
- To avoid medical and dental appointments during the school day.
- If parents or carers are worried about their child's attendance at school they should: talk to their child; it may be something simple that needs your help in resolving.
- Talk to your child's class teacher in the first instance.

## How we monitor attendance

- The school office will log daily instances of absence and lateness and discuss with the Head of Academy.
- If a child is absent and no message is received from an adult at home the following will occur:
  - 1) Before 9:30am you will receive a text asking you to contact the school office.
  - 2) If no contact is made, school will ring you.
  - 3) If there is no reply, you will receive a text informing you that your child's absence has been marked as an unauthorised absence and will remain so unless we hear from you.
- Where issues persist the following will be initiated for those pupils whose attendance either falls below 90% or is close to - classed as Persistent Absence (PA):
  - Stage 1: Letter 1 to parents/carers to highlight low attendance and to inform that it is being closely monitored and to offer support.
  - Stage 2: Letter 2 to parents/carers to inform that no further absence will be authorised without medical proof (see **WHY?** section above).
  - Stage 3: Invitation to Attendance Support Meeting in school.
  - Stage 4: Formal proceedings towards prosecution involving the local authority.

***You may also receive a home visit at any time during the above stages from Mrs Middlebrook, our Attendance Support officer or a member of academy staff.*** Unauthorised absences may result in prosecution proceedings, or a Fixed Penalty Notice.

## Lateness

### **Punctuality is an important life skill. It is also polite.**

- Children must be in class by 8.50 each day, the doors will open for children to enter at 8.40am. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book.
- Lateness will be closely monitored.

If the arrival at school is after the registers have closed, the pupil will receive a U. This equates to an unauthorised absence although we are aware that the pupil is on the school premises in accordance with health and safety.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded M.

Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils.

Lateness is considered to be an equally serious absence. Parents or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents or carers will be invited to attend the school to discuss the problem with the Head of Academy and Attendance Support Officer.

## Sickness

- Please notify the school on each day of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

## Holidays During Term Time

Following the April 2017 Supreme Court case which ruled against a father, who had won earlier legal battles against a £120 fine in a case brought by the Isle of Wight council, FPNs are being requested for ALL holidays where there are no exceptional circumstances. Please see link. This is the request of the local authority for all schools.

<http://www.doncaster.gov.uk/services/schools/holidays-during-term-time>

Please note: a FPN (Fixed Penalty Notice) is a fine of £60 per child per parent.

## We will authorise holidays in term time in exceptional circumstances only:

1. Where it is company/organisational policy for an employee to take leave at specific time in the year and there is no opportunity for a family holiday in school holidays. **This must be evidenced by production of the policy document of the organisation; a letter from your company is NOT accepted as evidence.**
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.

All applications for leave must be made in advance by submitting a Leave of Absence Form, available in the main reception, and in making a decision the school will consider the circumstances of each application individually. Please note that if the academy believes a period of absence to be the result of a holiday, you may receive a home visit and a FPN will be requested even if no Leave of Absence form is submitted.

## Children Missing from Education

Children Missing Education are defined as children of compulsory school age who are not on a school roll and who are not receiving a suitable education elsewhere: for example, at home, privately, or in alternative provision.

(Education and Inspections Act 2006).

If a child fails to attend for 10 consecutive days without informing school, then school will inform the local authority.

## Rewarding Good Attendance

We celebrate good attendance throughout our School by:

- Weekly assembly to promote attendance and rosettes presented to the top 3 classes.
- Cake for classes who achieve 100% weekly attendance.
- 5 reward points for pupils with 100% weekly attendance.
- Termly certificates for pupils with 100% attendance.
- End of term trip (eg bowling, cinema) for the class with the best attendance.
- Visit to Yorkshire Wildlife Park for all pupils with 100% attendance at the end of the year and attendance celebration activities in school for all other pupils.

**Amended: November 2017**

**Date Agreed by EAB: 15/11/2017**

**Renewal date: November 2018**

**Signed: H.Harrison (Chair of EAB)**