



Attendance & Holidays in Term Time Policy:

September 2017

Every child should aim to achieve an overall attendance of 97%+ each academic year.

Studies have shown that poor attendance is linked to poor attainment.

At Beever Primary we want all our children to Enjoy and Achieve and for that reason have the following attendance policy:-

It is a parents' legal responsibility to ensure the regular full-time attendance of their children.

PUNCTUALITY

School starts at 8.55am and the register taken at 9.00am. Children arriving after this time will have to sign in at School Office and will receive a late mark. Children arriving after 9.30am will receive an unauthorised mark for the morning session. If you are 5 minutes late every day that adds up to over 3 days lost each year. 15 minutes late is the same as being absent for 2 weeks a year.

ABSENCES

All absences must be reported by 9.30am on the first day of absence by ringing the school on 0161 770 8351 or by text message to 07860 027745. If we receive no contact from yourself, we will endeavour to contact you via the school texting system or telephone you direct. If we are unable to make contact with you by telephone, a letter informing you of the absence will be sent out and a reply slip included for you to complete and return to school. Consequently, all absences without reason will be marked as unauthorised on your child's attendance record.

School and the School Health Advisor are able to offer advice and/or leaflets on exclusions due to illness e.g:

- 1. Chicken pox (child can return once the spots are healed over)**
- 2. Diarrhoea and Vomiting (24 hours after last episode)**
- 3. Coughs and colds (no absence required)**
- 4. Head lice (no exclusion, treatment should be completed without absence)**

Furthermore, if your child is absent for two or more days there may be occasions when school requires parents to provide proof of illness. This can be in the form of a doctor's letter, copy of prescription and or medication, which clearly show the dates corresponding with the absence. Certain circumstances may result in a home visit by our Attendance Officer who will, where possible, contact you prior to this to agree a convenient time.

Pupils are required to attend school for 190 days each year.

Schools absences and attendance figures:

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent (approx.)
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

MEDICALS

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment DOES reduce your child's percentage attendance.

Please also be aware we are not able to authorise siblings being taken out of school when they do not have an appointment. These absences will be unauthorised.

OTHER AUTHORISED ABSENCES

Please be aware that absences for 'snow' days or 'inclement weather' do affect your child's attendance. Whilst these may be authorised, this does reduce your child's overall attendance. However, there may be instances where the school needs to be closed for the health and safety of pupils and staff. These occasions do not affect your child's attendance.

HOLIDAYS IN TERM TIME

Holidays **MUST NOT** be booked prior to requesting permission from school. The application must be made at least 6 weeks before the intended departure. Forms are available from the school office.

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' This includes visits to countries of origin.

After consultation regarding Holiday in Term Time Fines, Oldham Council have agreed to applying the previous protocol of unauthorised term time absences of 10 sessions or more. This takes effect from the 11th September 2017 and not for any unauthorised absences for holidays recorded prior to this date. Therefore, unless there are 'exceptional circumstances', all holidays in term time will be unauthorised and a Penalty Notice request will be completed by school.

PENALTY NOTICES

School may at times request that a Penalty Notice, through the Education Attendance Service, is issued to a parent/carer. This will only be used when parent/carers have been informed of our concerns, offered support, but do not work with us and/or show continued and sustained improvement. Penalty Notices will be requested for the following reasons:-

1. Persistent unauthorised late arrival to school (after 9.30am)
2. Unauthorised absences where no reasons have been provided by the parent/carer
3. Holidays during term time of 10 sessions or more

Parents must from the 1st September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child'.

CHILDREN MISSING EDUCATION

At Beever Primary we believe all students, regardless of their circumstances or background, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs.

Pupil absence will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken.

School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the schools investigation to the Local Authority, who will then follow their procedures.

After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

INTERVENTIONS

Where a child's percentage attendance falls below 90% (the new persistent absentee figure), parents will be invited in to school for a meeting to discuss what support can be offered, in line with the Early Help Offer. Should improvements not be maintained and sustained, Fast Track to Attendance will be instigated which could lead to prosecution through the courts.

Parents and carers should note that where a child's attendance is being monitored or a formal intervention is in place, proof of illness will be required to enable school to authorise the absence.

REWARDS

School reward all children with a certificate for good attendance and punctuality.

We trust you will do your utmost to support the school in upholding this policy and together, we can give your child the best educational start to their life.

Signed: _____ (Chair of Governors)

Date: _____