ATTENDANCE AND INCLUSION POLICY

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1. **PRINCIPLES**

1.1 **THE LAW STATES THAT ALL CHILDREN MUST RECEIVE A FULL-TIME EDUCATION FROM FIVE TO SIXTEEN YEARS OF AGE**

1.2 We are very proud of the excellent attendance level achieved by our pupils.

1.3 Pupils who attend regularly tend to make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum.

1.4 We work with outside agencies, including Rutland’s Inclusion Officer, who may become involved in your child’s attendance.

2. **REPORTING PUPIL ABSENCE:**
   - on the each day of absence contact the School to explain the reason; You can email via: office@catmoseprimary.com or use the Xpressions app. If we have not received contact from the parent/guardian by 11am we will contact you by telephone to ensure that you are aware of your child’s absence.
   - if we have no confirmation that you are aware of your child’s absence by 11am, we will pass the details of the absence to the police.
   - when a pupil returns to School there must be an absence note handed in, signed and dated. The written note is always required unless an email has been received.
   - if after 48 hours there is still no explanation, a letter will be sent home;
   - if there is still no response to the School’s letter, the absence will be recorded as unauthorised.

3. **MONITORING AND FEEDBACK**

3.1 Pupil attendance will be included on School reports.

3.2 For any pupil for whom there has been no provided reasons for an absence, coded N, will also receive a letter requesting an explanation. It may be that there are perfectly valid reasons for such an attendance level. However, this may be an opportunity for parents and guardians to raise any issues that are affecting their child at School.

3.3 If a pupil has been absent regularly due to illness, the School may ask for a supporting evidence of a medical need e.g. appointment card, photograph of medication or confirmation of medical appointment. These will only be valid for 6 weeks from the date of issue and the School should be kept up-to-date of ongoing medical needs.

3.4 A score card which contains information absence and persistent absence (across year groups and groups of pupils) will be shared with the Governing Body on a termly basis.

4. **ACADEMY/SIDO RESPONSIBILITY**

4.1 Each term the Social Inclusion Development Officer (SIDO) will be made aware of any pupil whose attendance has fallen below 92%.

4.2 The SLT will monitor the pupil’s attendance closely, and targets will be set to improve attendance.
5. **BELOW 92% ATTENDANCE**

5.1 It is the legal responsibility of parents to ensure that their child attends school regularly. Permitting absence from school without a good reason is an offence in law and may result in prosecution. Poor attendance could also be considered a safeguarding matter and lead to a referral being made to social care.

5.2 If a pupil’s attendance falls below 92%, the Attendance and Inclusion Service will be informed and the situation monitored.

5.3 Parents or guardians may be invited to a School and/or Local Authority Attendance Panel in order to explain and resolve the pupil’s low attendance. If appropriate, an Attendance Action Plan will be produced.

5.4 The Attendance and Inclusion Service may also be compelled to place the parent or guardian at Stage 1 of the Local Authority’s Prosecution Procedure. An immediate attendance target will be set to avoid prosecution under Section 444 of the 1996 Education Act.

5.5 Failure to meet the Local Authority’s target will result in further formal proceedings and possibly a fixed penalty notice being issued or court action.

5.6 Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

ONE OF THE MOST IMPORTANT THINGS YOU CAN DO FOR YOUR CHILD IS TO MAKE SURE THAT HE OR SHE ATTENDS SCHOOL REGULARLY

6. **ACCEPTABLE REASONS FOR ABSENCE**

6.1 Authorised absences are mornings or afternoons away from School for a good reason such as:

- My child is too ill to leave the house.
- My child has a hospital appointment, which cannot be arranged outside of School hours.
- My child has toothache and has an emergency appointment.
- To attend the funeral of a relative.
- To attend a significant event involving education, music or sport.

Where an appointment is unavoidable, try to ensure that the pupil is not absent for the whole School day.
7. **UNACCEPTABLE REASONS FOR ABSENCE**

7.1 Unauthorised absences are those which the School does not consider reasonable and for which no “leave” has been authorised. This includes:

- To look after other family members.
- Sleeping in.
- To avoid being late.
- One child is ill, so all are kept off.
- Minor ailments such as tummy ache or headache.
- End of term.
- To mind the house or take a delivery.
- Holiday in term time.

This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

8. **TERM-TIME ABSENCE**

8.1 As by the Pupil Registration Regulation legislation (September 2013), we are only able to authorise time off from School in exceptional, once-in-a-lifetime circumstances. Any applications must be received in writing at least 10 working days in advance. The School cannot authorise absence requests on the basis of cost, nor can the School authorise a known absence retrospectively.

9. **CHILDREN WHO DO NOT ATTEND SCHOOL DUE TO MEDICAL REASONS**

9.1 We recognise that there will be times when pupils need to be absent due to illness. When a pupil is too unwell to attend for a few days we do not routinely provide work; if they are well enough to complete work at home they should be attending School. However, we do recognise that there are some exceptional circumstances, for example following an operation, when a pupil may be diagnosed as too unwell to be in School but well enough to complete work at home for a short period of time. During this period, the School will aim to provide work to match that which is covered within the lessons. However, this should only be for a short period of time, because without specialist teacher input, pupils inevitably progress at a slower rate to their peers. Once an absence extends for more than a few lessons, it becomes increasingly difficult to plan and assess work as well as provide effective feedback.

9.2 If you believe your child will be too ill to attend School for a longer period of time, please:

- Contact the School at your earliest convenience to explain the nature of the illness.
- Provide medical evidence to the School in the form of a GP or hospital note.
- Refer to the Federation Supporting Pupils with Medical Conditions Policy.
10. CELEBRATING AND REWARDING GOOD ATTENDANCE
10.1 It is important to recognise and reward the vast majority of our pupils who have consistently outstanding attendance. The School does this through:

- End of year assemblies where certificates and badges are awarded to those pupils with outstanding attendance.

11. LATENESS
11.1 Poor punctuality is not acceptable. Pupils who arrive late miss work, have reduced contact time with teachers, disrupt the learning of other pupils and can suffer embarrassment.

11.2 By 8.50am all pupils should be in lessons and ready to commence their learning.

11.3 Morning registers are marked as marked by class teacher at 9.00am.

11.4 Pupils who are persistently late will be referred to the Local Authority.

11.5 At 9.30am the morning registers are closed. In accordance with government guidance, if a pupil arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence.
AUTHORISED ABSENCES
FOR TERM-TIME ABSENCE

Dear Parents/Guardians

Absences adversely affect the progress that pupils make. One of the most important things you can do for your child is make sure that he or she attends the Academy regularly and on time. It is only me, as the Executive Principal, that can authorise any absence from the Academy.

We are only able to authorise time off the Academy in exceptional, once in a lifetime circumstances. Any applications must be received in writing in advance. The Academy cannot authorise absence requests on the basis of cost nor can the Academy authorise a known absence retrospectively.

Unauthorised absence will form part of a pupil’s record. It is often difficult for pupils to catch up with work as they miss out on the interaction with the teacher and other pupils.

If you wish to take your child out of the Academy for what you consider an exceptional reason, please complete the form below and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours sincerely

Stuart Williams

WARNING – A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised absence during term time. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid within 28 days. Where relevant this will apply to each child.

Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

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ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES
I/we request that (name)................................................in form............should be granted an authorised absence from (start date)....................to (end date)........................ This is a total of ............Academy days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the Academy requires at least 10 working days’ notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:
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I confirm that I am aware of the Federation policy and it is not possible to avoid this absence by using Academy holidays. I understand that this absence cannot be authorised unless it is deemed to be exceptional or an once-in-a-lifetime event.

Signature of Parent/Guardian:.............................................  Date:..............................