



# Attendance Policy

Signed by

\_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

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## Statement of intent

Great Dunham Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Great Dunham is committed to:

- Following the framework set in Section 7 of the Education Act 1996 which states that:

*'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and*

*(b) to any special educational needs he/ she may have*

*Either by regular attendance at school or otherwise'.*

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies within the Disability Discrimination Act (2010).
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## Key roles and responsibilities

- The governing body has overall responsibility for the implementation of the attendance policy and procedures of Great Dunham Primary School.
- The governing body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The governing body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- The head teacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Great Dunham Primary School.
- Staff, including teachers, support staff and volunteers, will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Staff, including teachers, support staff and volunteers, will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.

- Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.
- Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

## Definitions

Great Dunham Primary School defines “absence” as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

Great Dunham Primary School defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school have granted leave.
- An absence due to a family emergency.

Great Dunham Primary School defines an “unauthorised absence” as:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

Great Dunham Primary School defines “persistent absenteeism (PA)” as:

- Missing 10 per cent or more of schooling across the year **for whatever reason.**

## Training of staff

- At Great Dunham Primary School we recognise that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at risk pupils.
- Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.

## Pupil expectations

- Pupils will be expected to attend school every day and will sign an agreement at the beginning of each school year.

## **Absence procedures**

- Parents/carers must contact the school as soon as possible on the first day of absence.
- Parents/carers must send a note in on the first day their child returns with a signed explanation of why they were absent. This must be done even if we have already received a phone call.
- Alternatively, parents/carers may call into school and report to the school office.
- A phone call/text message/email will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
- In the case of persistent absence, arrangements will be made for parents to speak to the head teacher.
- If pupil absence drops below 90 per cent, the local attendance officer will be informed.

## **Contact information**

- Parents/carers must provide accurate and up-to-date contact details.
- Parents/carers are responsible for updating the school if the details change.

## **Attendance officer**

If they are persistently absent, pupils will be referred to the local school attendance officer who will attempt to resolve the situation by agreement.

If the situation cannot be resolved and attendance does not improve, the local attendance officer has the power to issue sanctions such as prosecutions or penalty notices.

## **Lateness**

- Punctuality is of the utmost importance and lateness will not be tolerated.
- The school day starts at 9:00am. Pupils should be in their classroom at this time.
- Registers are marked by 9:10am. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at 9:20am. Pupils will receive a mark of absence if they do not attend school before this time.
- Pupils attending after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

## **Term time leave**

- At Great Dunham Primary School our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, head teachers no longer have the discretion to authorise holidays during term time.
- The head teacher is only allowed to grant a leave of absence in exceptional circumstances. Applications must be made in advance and the head teacher must be satisfied by the evidence which is presented.
- The head teacher will determine the amount of time a pupil can be away from school. Any leave of absence is at the discretion of the head teacher.
- Leave during term time will only be authorised in exceptional circumstances, for example, bereavement or serious illness.
- Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- Requests for leave will not be granted in the following circumstances:
  - Immediately before and during assessment periods.
  - When a pupil's attendance record shows any unauthorised absence.
  - Where a pupil's authorised absence record is already above 10 per cent for any reason.
- If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.

## **Monitoring**

- Great Dunham Primary School monitors attendance and punctuality throughout the year.
- Great Dunham's attendance target is 97 per cent (97%).
- Details of our absence levels can be found on our website and from the office upon request.

## **Religious observances**

- Great Dunham Primary School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- Parents must inform the school in advance if absences are required for days of religious observance.

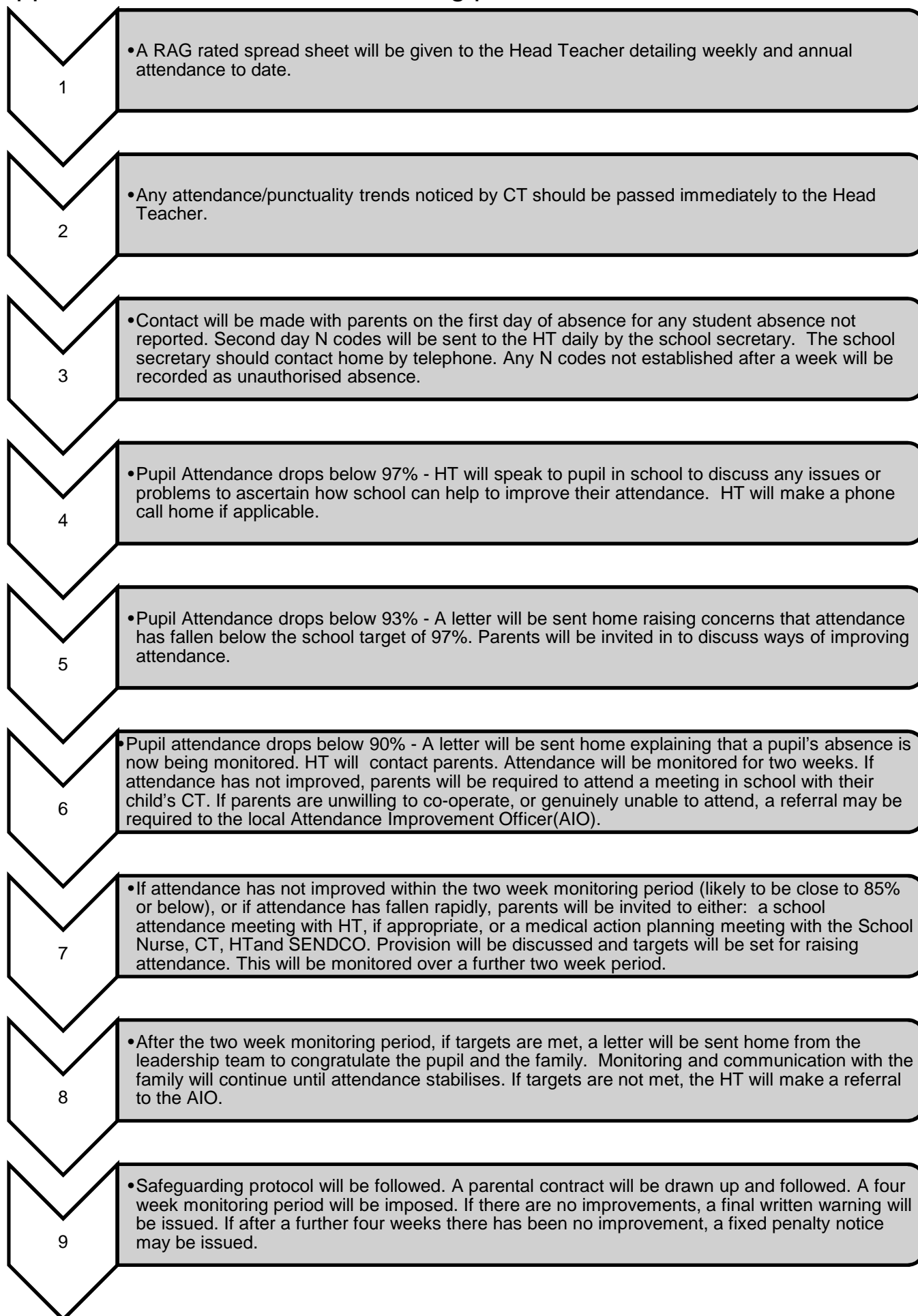
## **Appointments**

- As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- Where this is not possible, a note and appointment card should be sent to school.
- If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.
- Pupils must attend school before and after the appointment wherever possible.

## **Young Carers**

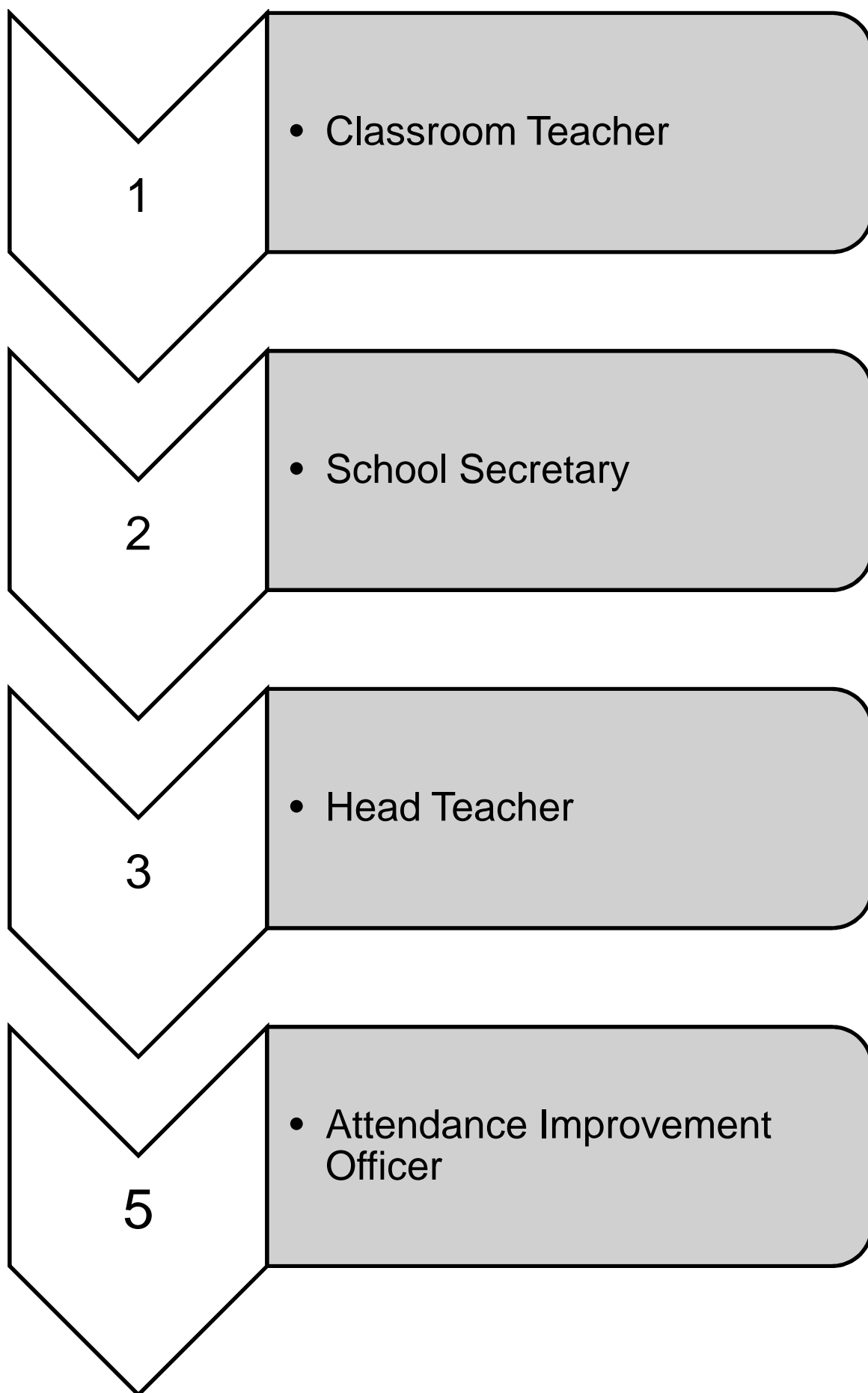
- Great Dunham Primary School understands the difficulties that face young carers.
- Great Dunham Primary School will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- Great Dunham Primary School takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## Appendix 1 – Attendance monitoring procedures.





## Appendix 2 – Attendance reporting structure





## Pupil Attendance Agreement

I, \_\_\_\_\_ understand how important it is to attend school every day. I promise to attend school and I understand that if I am absent from school without a good reason, I might be in trouble and might lose privileges.

**Signed by**

<b>Pupil</b>	<b>Date:</b>
<b>Parent/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>



## Parental Attendance Responsibility Agreement

I, \_\_\_\_\_ understand that it is my responsibility to send my child to school every day under Section 7 of the Education Act 1996. I agree to send \_\_\_\_\_ to school every day and understand the consequences if I fail to do so.

**Signed by**

<b>Parent/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>



# Great Attendance



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Has achieved 100% attendance in the Autumn/  
Spring/ Summer Term/ This Year!

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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