

# Hinckley Parks Primary School



## ATTENDANCE POLICY

Date Ratified:

Review Cycle:

Review Date:

Our ethos - At Hinckley Parks we strive to provide an inspiring and enthusiastic learning environment. We recognise that education is a life-journey and ensure that we support children and teachers at all times to enjoy learning together.

### **Mission Statement**

**Enjoy Learning Together**

Leader:

Cath Allison

Governor Link:

Urnisha Wallace





## Introduction

Registered children of compulsory school age are required by law to be in school. At Hinckley Parks Primary School we recognise that there are circumstances in which attendance may not be possible. However, we believe that it is in the best interest of every child, for their intellectual, social, physical, emotional, cultural and spiritual development, to attend school every day.

Learning is a complex process in which knowledge, skills and understanding are developed and build on step by step. Interruptions to this process can lead to gaps in a child's knowledge and understanding, missed stages in the acquisition of a new skill and lost opportunities to share in and grow from new experiences. For this reason and in order to ensure the safety of all our pupils, we aspire to a 100% attendance record for every child and we will request an explanation for every absence.

## Procedures for Monitoring Attendance

In order to encourage 100% attendance, we have adopted the following monitoring procedures.

- Parents/carers are requested to notify the school of their child's absence in, advance whenever possible, or before the start of the first session; only the school can authorise absence. This can be by note, phone call or email.
- If notification of absence has not been received then the school will endeavour to make contact on the first day, in order to ascertain the reason.
- Frequent absence or patterns of absence which might significantly affect learning will be closely monitored, even if such absence is authorised
- We will work in conjunction with the Legal Team at County Hall and may refer pupils whose absence is a matter of concern. In such cases we will notify parents of our intention to contact the Legal Team.
- Levels of both authorised and unauthorised absence will be included in pupil's annual report to parents. This is calculated on the basis that there are two registration sessions per day; 10 per week.
- Explanations for absence will only be accepted from an adult with legal responsibility for the child, not by the child or a sibling.
- When authorising absence in respect of family holidays, we will notify parents when their child's attendance falls below the school declared target levels.

## Parental Responsibilities

Parents and those with parental responsibilities are required to ensure that children of compulsory school age receive full-time education. This means that they are responsible for ensuring that their children attend and stay at school unless alternative arrangements for their education are made. They are also responsible for informing the school, stating the reason for the absence and wherever possible indicating when the child is expected to return. (Details of legislation, including the issue of Penalty Notices for non/poor attendance, is available from the Education Welfare Service at County Hall tel: 0116 265 6347)

## Registration

Pupils are marked present or absent at the beginning of each morning and afternoon session. Absences are registered authorised or unauthorised according to agreed LA/DfES criteria. Registers are kept accurately as they may be used in evidence in cases where parents are being prosecuted for school attendance offences. All teachers within the school operate according to the same rules. Morning registration will be closed at 8.55 am. Pupils arriving later than this will be marked 'U' on the register, this mark counts as an absence.



## **Categorising absence**

Parents can be prosecuted for failing to ensure that their children attend school with the following exceptions

- The pupil was absent with permission from an authorised person within the school
- The pupil was ill or prevented from attending by unavoidable cause
- The absence occurred on a day exclusively set aside for religious observance by the religious group to which the family belongs
- The school is not within walking distance of the home and no suitable arrangements have been made for transport to school, boarding accommodation or enabling the child to be registered at a school nearer home
- Medical and dental appointments – such absences will be authorised providing the school is satisfied that such appointments are genuine. However, we would ask all parents, wherever possible to make non-emergency appointments outside of school hours.
- Leave of absence may be authorised for a child to take part in a public performance at the school's discretion
- Leave of absence may be authorised for off-site activities whether school directed e.g. Educational visits, or individual e.g. music examination
- Where a pupil has been temporarily excluded but remains on the school roll their absence will be registered as Code E.
- There may be occasions when pupils are absent due to unforeseen or exceptional circumstances for example, family bereavement. We will endeavour to deal sensitively with requests for absence in such instances
- Additional exceptions may be made for traveller children, details of which may be obtained from the LEA.

## **Notification of levels of attendance/absence**

We have a legal duty to provide information on levels of attendance, and the levels of authorised and unauthorised absence. This information is required by the LA and the DfES. As of this year, we are also required to set target attendance levels and these will be set by governing body in line with statutory requirements.

## **Encouraging full attendance**

In order to encourage full attendance and to emphasise the importance we attach to school attendance we will recognise and congratulate those pupils who achieve 100% attendance or who show significant improvement in attendance.

- We will present a certificate at the end of each term for every child achieving 100% attendance for that term
- At the end of the school year we will organise an activity to celebrate the achievement of all pupils who have sustained 100% attendance throughout the year.