

Attendance Policy

Ponteland High School

Purpose

To work closely with all partners to ensure that children, pupils, and students develop good habits resulting in excellent attendance in school.

Ambition

1. To secure overall school attendance rates well above the national average for primary and secondary school (as appropriate)
2. To ensure that individual persistent absence (PA) is reduced to zero

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Introduction

Excellent attendance promotes excellent learning. We know that regular school attendance is essential if children are to achieve their full potential as there is clear evidence of a link between poor attendance at school and lower academic achievement.

Pele Trust schools believe that regular school attendance is crucial to allowing children to maximise the educational opportunities available to them and become emotionally and socially resilient, confident and responsible. This will support them to achieve well and make a positive contribution to their community.

We value all of our children, pupils and students. As set out in this policy, Ponteland High School will work in partnership with families to identify the reasons for poor attendance and try to resolve any difficulties.

We believe attendance is a shared responsibility, involving the school, parents/carers and the local community. Our Attendance Policy should not be viewed in isolation; it is a thread that runs through all aspects of school improvement, and is supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

Key school information

1. The senior leader with overall responsibility to lead our work on attendance in school is Mr Close-Ash, Assistant headteacher.
2. Our school day begins at 9.00am and finishes at 3.25pm.

Principles

The following important principles underpin our approach to managing attendance:

- Pupils and parents/carers will understand the school's expectations and procedures for attendance and punctuality
- All school staff, including Academy Committee members, administrative and support staff will understand the expectations and procedures for attendance and punctuality
- Clear procedures to support good attendance are reviewed annually
- The importance of good attendance is regularly reinforced through our pastoral system and the curriculum
- Parents/carers and pupils have the opportunity to raise concerns and share in addressing those concerns
- We will allocate appropriate resources, e.g. time, people and space to support good attendance
- We will recognise and reward good attendance and those who strive to improve their attendance
- We will be proactive in identifying patterns of absence and intervene early
- We know that patterns of attendance are established early in a school career
- Children who miss significant amounts of their education in primary schools are more likely to truant in secondary school

- We will analyse data to identify individual pupils, cohorts and groups across the school
- Pele Trust schools will work together using data to identify students early
- Appropriate sanctions for failing to ensure regular attendance are fully understood by the whole school community and parents/carers.

Pele Trust defines key levels of attendance as:

Attendance	Description
98 -100%	Excellent
95-97.9%	Good
92-94.9%	Caution
90- 91.9%	Cause for concern
89.9% or below	Persistent Absence Serious Concern

Rights / Roles / Responsibilities

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility involving school staff, Academy Committee members, parents/carers, pupils and the wider school community.

The Academy Committee will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers
- Have a named senior manager to lead on attendance
 - Mr Close-Ash, Assistant headteacher
- Ensure the required resources are available to fully implement the Attendance Policy
- Identify a member of the Academy Committee to lead on attendance matters
 - Carole Butler
- Ensure that the Registration Regulations, England, 2006 and Working Together to Improve School Attendance 2024 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through the headteacher's termly reporting to the Academy Committee

- Ensure that attendance data is reported to the Local Authority and Department of Education as required and on time
- Have clear systems in school to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood, used to drive interventions and that interventions are evaluated

The Senior Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers
- Develop and foster positive relationships with pupils and parents/carers
- Ensure that there is a whole school approach, which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Make staff aware of the Attendance Policy and ensure they are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and Working Together to Improve School Attendance 2024 and other attendance related legislation is complied with
- Have a named senior manager (Mr Close-Ash, Assistant head teacher) to lead on attendance and allocate sufficient time and resource to this role
- Return school attendance data to the Local Authority and Department of Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Academy Committee and on a half termly basis to the Academy Committee Link person for attendance
- Have systems in place to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Collate and analyse attendance data frequently to identify causes and patterns of absence
- Interpret the data to develop solutions and to evaluate the effectiveness of these interventions
- Involve Education Welfare and develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the Local Authority should legal proceedings need to be instigated.

Pastoral Staff will:

- Actively promote the importance and value of good attendance to pupils and parents/carers
- Form positive relationships with pupils and parents/carers

- Contribute to a whole school approach that reinforces good school attendance
- Provide good teaching and learning experiences that encourage all pupils to attend and to achieve well as a positive learning climate is essential for promoting good attendance
- Comply with the Registration Regulations, England, 2024 (see Appendix 1) and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data (of allocated pupils) to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with the Education Welfare Officer and other agencies, as appropriate, to improve attendance and support pupils and their families
- Document interventions used to a standard required by the Local Authority should legal proceedings need to be instigated
- Communicate weekly with allocated pupils regarding their attendance.

Parents/Carers will:

- Talk positively to their child about school and take a strong interest in their child's work and educational progress
- Instil the importance of education and value of regular school attendance within the home
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return
- Avoid unnecessary absences; wherever possible make appointments for the doctors, dentists etc. outside of school hours
- Ask for help if their child is experiencing difficulties attending school
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school and take every opportunity to:
 - o engage in their child's education
 - o form a positive relationship with school
 - o acknowledge the importance of children receiving the same messages from both school and home about the importance of good attendance
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on family holidays during term-time.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. This responsibility is undertaken by the Education Welfare team at Northumberland County Council.

The Registration Regulations, England, 2006 and Working Together to Improve School Attendance, 2024 direct schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record (see Appendix 1) whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received.

Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This can be followed up in the form of a written note/email from the parent/carer, though verbal explanations are acceptable. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows (see [Registration Codes](#) in Appendix 1):

Illness

In most cases a telephone call or a note from the parent/carer informing the school that their child is ill is acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments

Parents/carers are encouraged to make medical and dental appointments outside of the school day. Where this is not possible, pupils should aim to attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement, funeral, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Suspension (No alternative provision made)

Suspension from attending school is counted as an authorised absence. The child's Pastoral Leader will usually be the person to make arrangements for work to be emailed or sent home.

Leave of absence (LOA) during term time

Amendments to the 2006 pupil regulations (in 2013) removed references to family holiday, extended leave and the statutory threshold of ten school days. [Working Together to Improve School Attendance 2024](#) removed reference to a school authorising a holiday within term time. Requests for school absence in term time may be authorised at the discretion of the Headteacher if deemed exceptional.

The amendments make clear that:

'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted'

Leave of absence during term time is entirely at the discretion of the headteacher and is not a parental right.

It is at the headteacher's discretion to request the Local Authority to issue a Fixed Penalty Notice.

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

Application Process (LOA)

- A parent/carer requesting leave of absence during term time should make the application in writing or email at least two weeks in advance, where possible
- School may request further information or invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education
- The school will reply to all applications/requests promptly
- If leave is not granted, the reason for not authorising a request will be clearly stated, setting out why exceptional circumstances have not been met; this will usually be via email
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school, including possible consequences if the child fails to return on that date
- If a parent /carer removes their child from school without requesting leave of absence or without authorisation from the headteacher and the school requires the Local Authority to issue a Penalty Notice then the parent will be informed in writing that a request to the Local authority to issue a Penalty Notice is being made.

NB: A minimum absence of ten sessions (five school days) which are unauthorised must be recorded against the pupils name within a 6-12 week period before a Penalty Notice should be considered. This guidance is in accordance with the Local Code of Conduct for Penalty Notices which was reviewed and revised in September 2013

If a pupil fails to return for ten days after a Leave of Absence and contact with the parents/carers has not been made or received, despite significant effort to do so then school **may** take the pupil off the school's roll in compliance with Working Together to Improve Attendance, 2024. This means that the child will lose their school place.

Religious Observance

Pele Trust acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to request their children not to attend school on any day of religious observance if recognised by the parent's/carer's religious body.

Parents/carers are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, our reasonable approach is that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Traveller Absence

The aim for Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Northumberland, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Ponteland High School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at <<Ponteland High School>> will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Ponteland High School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents/carers must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Ponteland High School will authorise absence of Traveller children if satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Late Arrival

Registration begins at 9.00am; pupils arriving after this time will be marked as present but arriving late (L). The register will close thirty minutes after the start of the session at 9.30am therefore pupils arriving after the close of register will be recorded as late, having arrived after registration (U); this will not be authorised and will count as an absence for that school session.

On arrival after the close of the register, pupils must report to the school Reception to ensure their presence is recorded and the school can be responsible for their health and safety whilst they are on site.

Absence will only be **authorised** if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late.

Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms/shoes
- Having hair cut
- Closure of a sibling's school for staff training (or other) purposes
- Leave of Absence taken without the authorisation of school

Deletions from the Register

In accordance with Working Together to Improve School Attendance, 2024, pupils will only be deleted from the register when one of the following circumstances applies:

- The pupil has ceased to be of compulsory school age
- The pupil has been permanently excluded and formal procedures have been completed
- Death of a pupil
- Transfer to another school
- Pupil withdrawn by parents to be educated outside the school system, i.e. Elective Home Education
- Failure to return after ten days from a granted Leave of Absence and only after both the school and the Local Authority have made every effort to locate the pupil and make contact with parents without success
- A medical condition prevents their attendance and return to the school before ending compulsory school-age

- The pupil is found guilty of a crime and detained under a sentence of detention. Before the pupil's name can be deleted from the admission register, the school must have reasonable grounds to believe the pupil will not return to the school once they are released
- The pupil no longer normally lives a reasonable distance from the school
- The pupil has 20 days of continuous unauthorised absence and after both the Local Authority and school have made every effort to locate the pupil and make contact with parents without success
- The pupil has left the school but it is not known where he/she has gone after both the school and the Local Authority have tried to locate the pupil
- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the Local Authority

Ponteland High School will follow [Northumberland County Council's Children Missing Education \(CME\) 2024](#) protocol when a pupil's whereabouts is unknown.

Using Attendance Data

Pupils' attendance will be monitored and will be shared with parents during the half term grade card report. Attendance data will be shared in a way that makes it easy to understand, e.g. number of sessions/days missed against possible total attendance.

Attendance data may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Indicators next to a pupil's name will show if their attendance has stayed the same, improved or deteriorated. This pupil level data will be used to trigger school action as set out in the Support Systems section below.

Attendance data will also be used to identify emerging patterns and trends to inform whole school/Trust strategies to improve attendance and attainment.

Ponteland High School will share attendance data with the Department for Education and the Local Authority as required.

All information shared will be done so in accordance with the Data Protection Act 2018 and EU General Data Protection Regulation (GDPR) 2018.

Support Systems

Pele Trust recognises that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and/or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement,

divorce/separation, incidents of domestic abuse etc. This will help the school identify any additional support that may be required.

Ponteland High School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils classed as Disadvantaged, with Special Educational Needs and Disabilities (SEND), with additional physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement strategies to support improved attendance. Strategies used may include (see Appendices 2 and 3):

- Discussion with parents and pupils
- Attendance panels / School Attendance Contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors/pastoral support staff
- Pupil voice activities
- Friendship groups
- PSHE
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

The proposed support offered to families will be child-centred and planned in discussion with both parents/carers and pupils. For further information and documentation, see Appendix 2: [Cracking Attendance](#).

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Ponteland High School will make a referral to the Education Welfare team and the use of legal sanctions will be considered.

Parenting Contracts

Used in conjunction with Fast Track to Attendance (Anti Social Behaviour Act 2003), a parenting contract is a voluntary agreement between the school and the parent/carer. It can also be extended to include the child depending on their age, and with the EWO, if the school considers this appropriate.

The contract (see Appendix 3: [Parent Contract](#)) will outline attendance targets and detail agreed actions that will help to achieve the target. It can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Legal Sanctions

Prosecution

Where intervention by school and the Education Welfare Officer fails to bring about an improvement in attendance, legal action in the Magistrates' Court may be taken. The school will provide Education Welfare / Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996, and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are:

- Penalty Notices
- Education Supervision Order

Penalty Notices

(Anti Social Behaviour Act 2003)

Penalty Notices will be considered in accordance with Northumberland County Council's Protocols and the DfE's Working Together to Improve School Attendance 2024.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £80 fine is paid within 21 days, or £160 if paid within 28 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. If a second Penalty Notice is issued within 3 years of the first Notice, the Penalty Notice will be at a flat rate of £160 per parent, per child paid within 28 days.

Appendix 1

REGISTRATION CODES 2024-25 (effective from 19th August 2024)

See pages 76-91 of [Working Together to Improve School Attendance 2024](#) for full details.

1 ATTENDANCE: These codes denote the pupil is present:

Code	Meaning	Definition
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late but before register has closed (i.e. within 30 minutes of the start of the session)
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school. The school is responsible for the pupil's welfare.
V	Educational trip or Visit	Pupil is on an educational trip or visit organised, or approved, by the school. The school is responsible for the pupil's welfare.
W	Work experience	Pupil is on a work experience placement

2 ABSENCE: These codes denote the pupil is absent:

Code	Meaning	Definition
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence	The pupil is performing in a regulated performance or regulated employment abroad
C2	Leave of absence: part-time timetable	For compulsory school-aged pupil who is on an agreed part-time table
E	Suspended or permanently excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer / admission to another educational institution
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Pupil is on study leave during their public examinations
T	Parent travelling for occupational purposes	Pupil is a mobile child due to the parent travelling from place to place for business or trade
Q	Unable to attend due to lack of access arrangements	Pupil is unable to attend due to lack of access arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available, and the school is beyond reasonable walking distance (<i>i.e. 3 miles for 8+yo and 2 miles for 7yo and below</i>)
Y2	Unable to attend due to widespread disruption to travel	Pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remain closed unexpectedly

Authorised absence (cont.)		
Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to, or attendance at, the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
Unauthorised absence		
G	Unauthorised holiday	Pupil is on holiday that was not granted by the school
N	Reason not provided	Pupil is absent for an unknown reason; (this code should be amended when the reason emerges, or replaced with code "O" if no reason for absence is provided)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	The pupil arrived late, and after 30 minutes from the start of the session (discretion can be used for a valid reason)
Other codes (these codes do not affect either absence or attendance figures)		
X	Not required to be in school	Pupil of non-compulsory school age, who is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole/partial school closure due to half-term/bank hols/INSET day

Appendix 2: CRACKING ATTENDANCE - an overview

1) Develop a strong **School Culture** where children want to be:

- See [Improving Attendance](#) points 1-4

2) Develop robust **School Systems** to support children and families

- See [Improving Attendance](#) points 5-8

3) Cracking Attendance documents

Leadership and Management

1. School staff - [Attendance responsibilities](#)
2. School staff - [New registration codes](#)
3. Pastoral team - [3 Steps for Analysing Attendance and Absence Data](#)
4. Pastoral team - [Attendance triggers](#)

Recording Forms and Student Plans

1. Initial Form tutor / Pastoral conversation with student
 - Document: [Listening and Understanding Record](#)
2. Pastoral Lead / SLT formal meeting with parent and student
 - Document: [Barriers to attendance meeting](#)
 - See [Worked example of Barriers to Attendance meeting](#)
3. Pastoral Lead / SLT development of student attendance plan
 - Document: [Attendance Improvement Plan](#)
 - See [Worked example of Attendance Improvement Plan](#)
 - Document: [Strategies and Incentives](#)
4. Pastoral team to keep updates of attendance work and impact with pupils
 - Document: [Attendance spreadsheet](#)

See also DfE document:

[Working Together to Improve School Attendance](#)

Appendix 3

Ponteland High School ATTENDANCE CONTRACT

Name of Child			
Date of Birth		Year Group	
Home Address			
Parent / Carer (1)			
Name			
Address			
Parent / Carer (2)			
Name			
Address			

CONTRACT

For your child to gain the greatest benefit from his/her education it is vital that he/she attends regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly.

WHY REGULAR ATTENDANCE IS IMPORTANT?

Any absence affects the pattern of your child's schooling and regular absence will seriously affect his/her learning and levels of achievement.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

UNDERSTANDING ABSENCE

Every half day of absence from school has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason, such as emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school using sanctions and/or legal proceedings involving the Local Authority. This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences that have never been properly explained
- children who arrive at school after registration has closed
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed as exceptional

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best addressed between the school, the parents and the child. If your child is reluctant to attend, it is not acceptable to cover up his/her absence or to give in to pressure to excuse him/her from attending. This gives the impression that attendance does not matter and usually makes things worse. If your child's attendance at school is affected by persistent illness the school will not authorise the absence until we are satisfied the absence is valid.

PERSISTENT ABSENTEE (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year 'for whatever reason'. Absence at this level damages your child's educational prospects and we need your full support and cooperation to tackle this.

We monitor all absences thoroughly. If your child is seen to have reached the PA mark or is at risk of moving towards that mark you will be informed of this immediately.

PROCEDURES

If your child is absent you must:

- Contact the school as soon as possible on the first day of absence;
- Send an email/note into school on the first day they return with an explanation of the absence and the dates of the absence – you should do this even if you have already telephoned. Or ...
- You can call in to school and report to reception, who will arrange for a member of staff to speak with you

If your child's attendance deteriorates we will:

- Write to you
- Invite you to school if absences persist so that we can discuss the situation
- Refer you to the Education Welfare Service

CONTACT DETAILS

There are times when the school and Education Welfare team may need to contact you so we need to have your contact details. Help us to help you and your child by making sure we always have an up to date phone number and email address – if we don't then something important may be missed.

Parents/Carers are expected to contact school at an early stage and to work with the staff in resolving any problems together; this is nearly always successful. If difficulties cannot be sorted out in this way, Education Welfare will become involved. The service will also try to resolve the situation by agreement but, if other ways of trying to improve your child's attendance have failed and unauthorised absences persist, then sanctions such as Penalty Notices, Education Supervision Orders or prosecutions in the Magistrates Court will be used. Full details of the options open to enforce attendance at school are available from the Education Welfare Service/ Local Authority.

LATENESS

Poor punctuality is not acceptable. If your child misses the start of the day he/she can miss:

- School work
- Time with his/her class teacher
- Receiving vital information and news for the day

Late arriving pupils also disrupt lessons and therefore the learning of others; it can be embarrassing for the child and this can lead to unnecessary absence.

The school day starts at 9.00am and we expect your child to be in class at that time. Registers are marked twice a day and your child will receive a late mark if he/she is not punctual.

In accordance with the Regulations, if your child arrives after the close of registration he/she 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.

If your child has a persistent late record you will be asked to meet with staff in school to resolve the problem, but you can approach staff at any time if you are having problems getting your child to school on time

LEAVE OF ABSENCE (in term time).

Any applications for leave must be made in advance and are at the discretion of the Headteacher. In making a decision the Headteacher will consider the exceptional circumstances of each application individually, including any previous pattern of leave or absence in term time.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may generate sanctions such as a Penalty Notice.

I have read and understood the terms and conditions of the School Attendance Contract.

Signed: _____ (Parent/Carer)

_____ (Print Name)

Date: _____