



# Chalton Lower School

## Attendance Policy

Document Control		
Edition	Issued	Changes from previous
1	03/02/21	None
2	01/11/22	None

Policies/Documents referred to in this policy	Postholders/Persons named in this policy
1996 Education Act, (Pupil Registrations) Regulations 2006, (Pupil Registrations) (England) 2013, Education Act 436A chapter 2 part 6	

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Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Irregular attendance undermines the educational process and may lead to educational disadvantages.

Parents are primarily responsible for ensuring that children attend school. At all times, parents are encouraged to take an active role in school life and to share and support their children's learning. Through our home-school agreement, parents agree to ensure their child's regular and punctual attendance. As part of our annual written reports to parents, the children's attendance records are shared.

Pupils attend school for 190 days each year - a total of 38 weeks

### **School Attendance and the Law**

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application has been made in advance and the Headteacher considers that leave of absence should be granted due to exceptional circumstances. Headteachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the aforementioned Regulations (2013). Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time or if leave of absence is **taken without the request having been agreed**, the absence will be recorded as unauthorised (G code). This may result in the Local Authority issuing a Penalty Notice, in accordance with Central Bedfordshire Council (£120 per parent, per child/£60 if paid within 21 days), where there have been 10 sessions or more of unauthorised absence recorded.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

### **Procedures for notifying school of absence**

- Ring in to school and speak to a member of staff to report absence.
- School will contact parents if absence has not been reported by 9.30am.
- Absence will be recorded as 'unauthorised' unless it has been explained and school accept the explanation.

- Please advise the school if you are going to be late.
- Incidences of unexplained absence will be sent a letter asking parents to explain absence.
- A doctor's note will be required for more than 5 days absence.
- The registers will be monitored and patterns of absence will be identified. Letters will be sent out to parents highlighting absence and the impact upon learning.
- The Education Welfare Office will be involved if absence is persistent.

### **Attendance Registers**

These are required in law to be called twice a day: once at the commencement of the morning session and once at the commencement of the afternoon session. The registers are closed at 9.05am.

### **Absence**

All parents are asked to contact the school by 9.30am if their child is absent. If no notification is received about a child's absence, then the School Office will phone the child's parents to establish the reason for the absence.

### **Punctuality**

It is important that children arrive for school punctually to ensure a calm and purposeful start to the day. Where pupils arrive late for school (after the register has closed at 9.05 am) this will be marked as unauthorised absence for that session, even though they may arrive later.

### **Illness, Medical and Dental Appointments**

If the school is satisfied that a pupil is absent as a result of illness, the absence will be treated as authorised. Leave for medical or dental appointments will be authorised where confirmation has been received from the parents (either in person, telephone call or writing.)

### **Attendance Incentives**

- Children with 100% attendance for the term will be rewarded with a 'special' certificate during assembly.
- Children with 100% attendance for the whole year will be rewarded with a certificate and reward.
- The class with the best attendance for the term will be rewarded with a special award.

### **Monitoring Absence**

Attendance will be monitored. The Headteacher will address concerns around absence, illness or lateness and will work in partnership with the EWO (Educational Welfare Officer.)

### **Leave of Absence**

The government issued new regulations in September 2013 regarding Leave of Absence: The Education (Pupil Regulations) [England] Regulations 2006 as amended by Education (Pupil Regulations) [England] (Amendment) Regulations 2013.

- Head teachers **shall not** grant any Leave of Absence during term time **unless they consider** there are exceptional circumstances relating to the application.
- The school follows the HAST (Harlington Area Schools Trust) policy on the granting of term time absence.

### **Why Attendance Matters**

- Less than 5 days absence = 98%+ attendance
- 14 days absence (approx.) = 93.5% attendance
- 20 days absence (approx.) = 90% attendance
- 30 days absence (approx.) = 88% attendance

### **Data Analysis and Data Protection**

The school collects and stores attendance data using the management information system (RM.) The school provides attendance data to the DFE, using RM to send data about the school census. The figures returned are published by the DFE as part of the annual publication of school statistics.

The school uses attendance data to identify whether or not there are particular groups of children whose absence may be a cause for concern and to track the attendance of individual pupils.