Attendance Policy

Adopted September 2026
Review September 2027

ST ANNE'S PRIMARY SCHOOL DENTON
SCHOOL ATTENDANCE POLICY (1.3)

INTRODUCTION

"Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school." (School Attendance, July 2019 DFE)

REGISTRATION

Attendance registers are completed at the beginning of the morning and afternoon sessions. Five minutes are allowed for registration at the start of the school day and two minutes are allowed at the start of the afternoon session. The time difference is because morning registration often also involves the collection of monies, slips etc.

THE RESPONSIBILITIES OF PARENTS

1) "The government expects parents to perform their legal duty by ensuring their children of compulsory school age who are registered at a school attend regularly." (School Attendance, July 2019 DFE)

2) To ensure that their children arrive at school on time, properly attired and in a condition to learn

3) To see themselves as partners with schools in the education of their children. This means instilling in their children a respect for education - and for those who deliver it - and ensuring that pupils complete homework on time. Parents should also impress upon their children the need to observe schools' codes of conduct and reinforce this through discipline at home.

4) To inform the school of the reason for a child's absence by 9.50am on each day of the absence. Informing the school may be done in writing, by telephone or by personal contact. Where a child is ill the school should be informed of the nature of the illness.
The school will contact parents who do not contact the school.

5) To ensure that their child/ren is/are collected from school on time.

THE RESPONSIBILITIES OF THE SCHOOL

a) **THE HEADTEACHER AND SCHOOL ATTENDANCE CHAMPION**
   1) To ensure that attendance registers are completed in accordance with legal requirements
   2) To monitor attendance
   3 To monitor punctuality
   4) To liaise with staff, parents and the Education Welfare Officer (EWO)
   5) To ensure that staff, parents and pupils are aware of their responsibilities
   6) To liaise with the Attendance Lead (Mrs Rathbone)

b) **CLASS TEACHERS**

1) To complete attendance registers in accordance with school procedures
2) To monitor attendance and punctuality in their class and inform the headteacher of any concerns
3) To ensure that registers are returned to the school office by close of school each day

THE RESPONSIBILITIES OF PUPILS

1) To attend school
2) To arrive at school on time
3) To remain in school for the duration of the school day

THE RESPONSIBILITIES OF THE LOCAL AUTHORITY (LA)

To ensure that parents are fulfilling their statutory obligations as to their children's education including, where necessary, by action through the courts. (Sections 37 and 39 of the Education Act 1944 and School Attendance Parental Responsibility Measures 2015).

ENCOURAGING ATTENDANCE

Attendance certificates are awarded on a termly basis to children who have achieved full attendance or only missed one session. Children who have only missed three sessions in any one school year are given an attendance medal. Children with 100% attendance receive a different medal denoting this.

LATENESS

The morning session starts at 9.00am and the afternoon session at 1.15pm. Pupils who arrive after 9.05am, but before 9.30am, or after 1.20pm, but before 1.45pm, will be given a late mark in the register. Children who arrive after 9.30am or 1.45pm will be marked absent, unauthorised, unless the headteacher (deputy in head's absence) deems it can be authorised due to exceptional circumstances.

Pupils who arrive after 9.00am, but before 9.05am, or after 1.15pm, but before 1.20pm will not be given a late mark in the register, but the class teacher and the headteacher will monitor their lateness.

Where a pupil misses registration, his/her presence on site will be noted by the class teacher for purposes of emergency evacuation.

Letters are sent out by the headteacher to parents of children who are persistently late. The Education Welfare Officer is informed if the children continue to be late.

CATEGORISING ABSENCE

1 **INTRODUCTION**

Under Section 199 of the Education Act 1993 and Section 444 of the Education Act 1996, the parents of a child of school age registered at a school and failing to attend regularly are guilty of an offence punishable in law, unless it can be demonstrated that:

- The pupil was absent with leave
- The pupil was ill or prevented from attending by an unavoidable cause
- The absence occurred on a day set aside for religious observance by the religious body to which the child belongs

- The school at which the child is registered is not within walking distance (2 or 3 miles according to age) and that no suitable arrangements had been made by the Local Authority

2 **PARENTALLY CONDONED ABSENCE**

Only the school can approve absence, not the parents. The fact that a parent has notified the school does not oblige the school to accept it, if the school does not believe it to be a valid reason for absence. If any doubt remains, after investigation about the explanation offered, or no explanation is offered, the absence must be unauthorised.

3 **ILLNESS, MEDICAL AND DENTAL APPOINTMENTS**

If a child is absent from school because of illness and the school is satisfied with the reason given for the absence, then the absence is authorised. If the school has reason to doubt the validity of the absence, further information will be requested from the child's parents. If the school continues to be dissatisfied, the absence will be treated as unauthorised.

Leave for medical and emergency dental appointments will be given where confirmation has been received from the parent or on production of a medical card.

Where a pupil is not present for registration, but then returns from an appointment, the class teacher will note his/her presence on site for purposes of emergency evacuation.

Where a pupil is present for registration, but then has to attend an appointment, the classteacher will note that he/she is not physically present for the purposes of emergency evacuation.

If a child is taken ill during the school day, teachers/teaching assistants (TAs) will contact the school secretary, who will liaise with a senior member of staff. If appropriate, the parents/carers will be contacted and the child sent home. Class teachers will note that he/she is not physically present for the purposes of emergency evacuation.

4 **MINDING THE HOUSE/LOOKING AFTER BROTHERS OR SISTERS**

This can only be a valid reason for absence in very exceptional circumstances; eg. Young Carers. In most cases it will be treated as unauthorised.

5 **SHOPPING DURING SCHOOL HOURS**

Absence for such purposes will be considered as unauthorised, unless a satisfactory response can be given as to why the shopping could not be done out of school hours.

6 **ABSENCE IN TERM TIME**

The law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Headteacher would not be expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.

Section 444(1) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices for failure to ensure regular school attendance. Parents or carers who take their children out of school in term time without school's permission may receive a Penalty Notice fine of £80 per parent, per child, which must be paid within 21 days. If payment is made after 21 days but before 28 days the penalty is increased to £160. Where a fine remains unpaid after 28 days, the matter will be referred for prosecution in the Magistrate Court.

7 FAMILY BEREAVEMENTS

The school will respond sensitively to requests for leave of absence to attend funerals or associated events and will use its discretion to authorise such absences where appropriate.

8 DAYS OF RELIGIOUS OBSERVANCE

Absence for participation in a day set aside exclusively for religious observance by the religious body to which the parents belong are classified as authorised absences.

9 TRAVELLER CHILDREN

The special position of traveller children is recognised by Section 199 of the Education Act 1993 and Section 444 of the Education Act 1996. Further information can be found in the document, School Attendance July 2019 DFE.

10 PUBLIC PERFORMANCES

Leave of absence is granted if a pupil participates in approved public performances, providing a request has been made in advance.

11 OFF-SITE ACTIVITIES

a) **Educational visits/approved sporting activities**
Pupils in attendance at school directed activities will be marked as present.

b) **Examinations**
Leave of absence will be granted for music examinations, secondary school entrance examinations etc, providing a request has been made in advance.

12 EXCLUDED PUPILS

a) **Temporary exclusions**
Where a pupil has received a temporary exclusion, he or she will remain on the school roll and the absence will be treated as authorised.

b) **Permanent exclusions**
Where a pupil has been permanently excluded, his or her absence will be treated as authorised, while any review or appeal is in progress, but, on conclusion of that process, if the permanent exclusion is confirmed he or she will be removed from the school roll.

Further information on exclusions is available from the Local Authority