



Littletown Primary Academy

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ATTENDANCE POLICY

**This Policy was amended by the Full Governing Body of
Littletown Primary Academy**

On 5 December 2017

signed.....
(Chair of Governors)

Date Policy to be fully reviewed on:

April 2019

LITTLETOWN PRIMARY ACADEMY ATTENDANCE POLICY

April 2016 (review April 2019)

RATIONALE

It is the aim of the school to ensure punctuality and regular attendance, which will help raise achievement and enable children to achieve their full potential.

PURPOSE

1. To provide a consistent message to children and parents/carers
2. To ensure continuity and progression in learning.
3. To ensure a high standard of attendance is achieved and maintained.
4. To provide a safe and secure environment for our children.

Legal Responsibilities of Parents in Relation to School Attendance (Section 7 Education Act 1996):

The parent of every child of compulsory school age must ensure that he/she receives efficient full-time education suitable to:

- a) his/her age ability and aptitude; and
- b) to any special educational needs he/she may have;

either by regular attendance at school or otherwise

For pupils registered at a school, this means that pupils must attend regularly. Failure to do so may result in their parents committing a criminal offence.

GUIDELINES

1. Absence can only be authorised by the school for:
 - a) sickness or other unavoidable cause (please note: we follow the guidance on infection controls in schools from Public Health England to advise parents on recommended periods their child should be absent from school if they are ill)
 - b) days set aside for family religious observance
 - c) where school transport has not been provided to a child that is entitled to it
 - d) other reasons, approved by the school.
2. For all absences, there should normally be formal notification from parents. Only the Principal (or delegated members of staff) can authorise any absence and may refuse to do so unless it is felt that the absence is justified by one of the reasons stated above.

3. There is no automatic entitlement for absence for holidays during term time. Application must be made in advance to the Principal who will consider each case independently using the attached flow-chart (appendix 1) as guidance.
4. In cases of unauthorised Term-time holidays, the Principal should apply directly to the Education Welfare Service to generate a Penalty Notice warning letter. This should be done by completing Penalty Notice Certificate of Absence Form and returning it to:

Penalty Notice Officer, EWS, Bradninch Hall, Castle Street, Exeter, EX4 3PJ

5. Schools will liaise closely with parents advising them as early as possible if there are cases of suspected unauthorised absence, or their child's attendance falls below 85%.
6. Parents have a responsibility to inform school of absence before 9.20am on the day; or, for absences of longer than one day, before 9.20am on subsequent days unless the length of the absence is known in advance and can be logged on the first day. The school will make every effort to contact a parent if a child is absent without notification.
7. Where no satisfactory explanation for absences is received, parents will be contacted by the school in writing.
8. The Education Welfare Officer will be notified in the following circumstances:
 - unauthorised absence by a child of more than 2 half-day sessions (in aggregate) in any one term
 - attendance of less than 85% by any child
 - where action taken at school level has failed to improve the situation
 - attendance/punctuality issues for a particular child

9. Parents are to inform the school, in writing, if a child is to be removed from the school roll. If a child leaves a school to be home educated, then Form EWS 10 must be completed and returned to:

Georgina Bennet, Redworth House, Ashburton Road, Totnes, TQ9 5JZ and to:
Sarah Short, Bradninch Hall, Castle Street, Exeter, EX4 3PJ

When a pupil moves from school and no notification has been received from another school, the "old" school should complete a "Children Missing from Education" form and return it to:
EMS Data Team, ScoMIS Office, Great Moor House, Bittern Road, Sowton Industrial Estate, Exeter, EX2 7NL

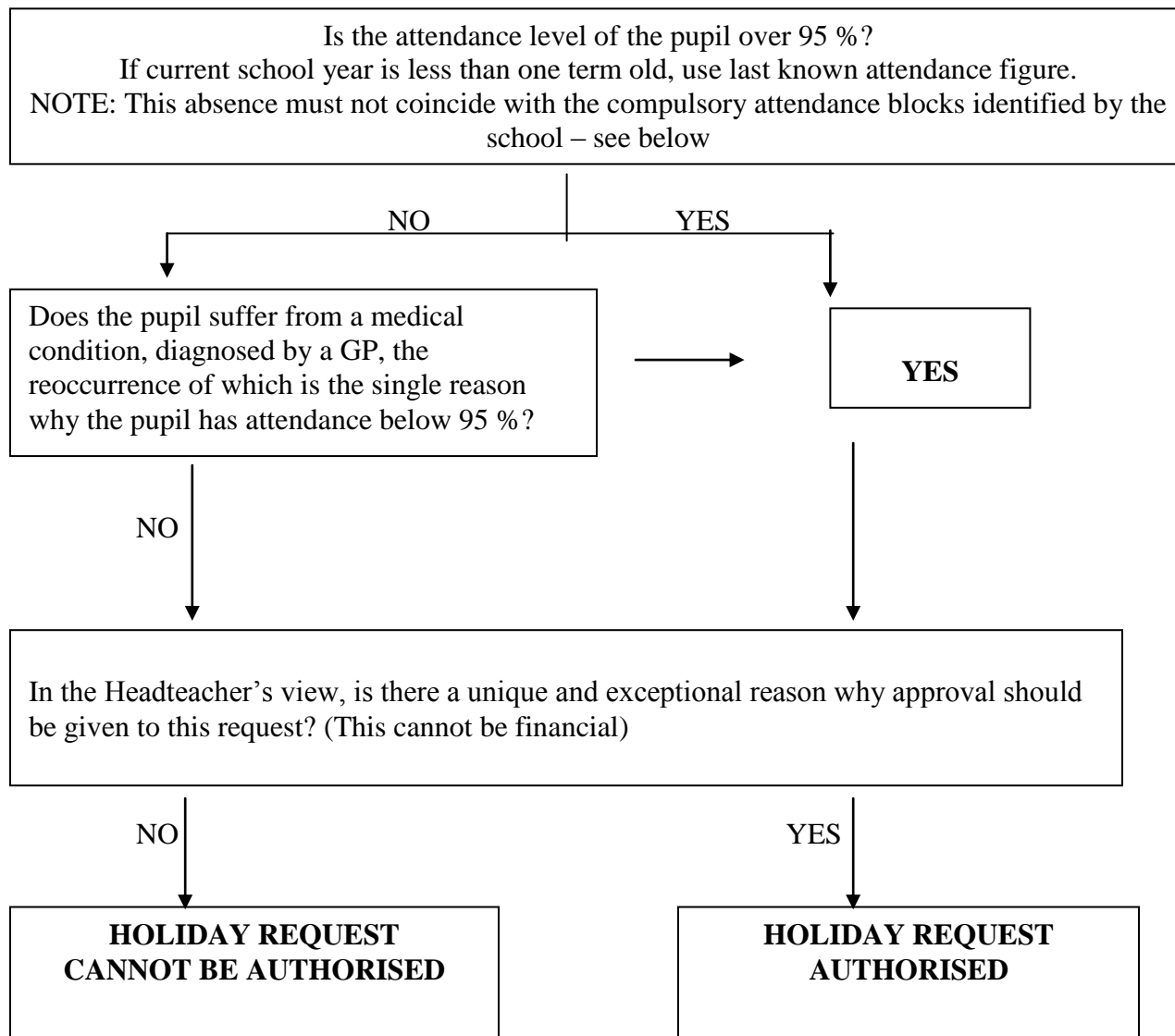
(Where the "new" school is known, as a safeguard, the "old" school should make contact with the receiving school to alert them to the move.)

10. Schools will adopt a multi-agency approach in supporting children and their families to improve their attendance.
11. For Health and Safety reasons, schools need to be aware of where children are, particularly those leaving or arriving on the premises during a session. The school signing in/ out system is used for this purpose.

12. Parents' meetings, and other occasions can be used to stress to all parents the importance and benefits of regular attendance and punctuality. Advantage should also be made of regular school to home newsletters etc.

Next review: April 2019

HONITON LEARNING COMMUNITY
Holiday in Term Time Guidance Flow Chart
For
LITTLETOWN PRIMARY ACADEMY
(Reviewed May 2013)



COMPULSORY ATTENDANCE BLOCKS for Littletown Primary Academy

The month of September
First two weeks of Spring term
First half of Summer term
Week of Year 6 SATs if not included in the above blocks

GREATER ATTENDANCE EQUALS GREATER ACHIEVEMENT