

Rough Guide

to

Attendance



“Choose the right path”

Here at St James’ C of E Infant and Nursery School we are committed to ensuring that each and every child receives an quality education enabling them to reach their full potential. We want parents to recognise that excellent attendance at school is a major factor in achieving a good education. This guide will give a summary of our Attendance Policy.



Targets

The National Average attendance figures for schools is 96.1%

St James' C of E Infant and Nursery School's attendance target is 96.5%

Attendance below 90% is classified by the Department for Education as Persistent Absenteeism.

Expectations and Obligations

St James' C of E Infant and Nursery School expects that all parents will:

- Ensure their child attends school every day and strive for 100% school attendance. Every day counts!
- Ensure their child arrives on time and appropriately prepared for the day as stated in the Home-School agreement. Doors open at 8.40am and are closed at 8.45am.
- Report your child's absence to the office before 9.00am
- Avoid making medical appointments during school hours. Where unavoidable, ensure your child is brought back to school promptly.
- Avoid taking holidays in term time
- Discuss promptly with their class teacher or school office any problems that may affect their **child's** school attendance (age appropriate)

St James' C of E Infant and Nursery School parents will:

- Take the registers punctually each day at **8.45am and at 1.00pm**. Register closes at **9.15am and 1.30pm**. Children will be marked absent or late by teachers using our attendance system. The office personnel record whether the attendance is authorised or unauthorised
- Make a telephone call after 9.30am to ascertain reasons for non-attendance if none has been given.
 - In the event of us not being able to contact the first named parent/carer, we will continue to attempt to contact other emergency contacts listed.
 - In the event of us not being able to make contact with anyone, we will make a home visit for a welfare check as this now becomes a safeguarding issue.
 - If following welfare visits and further investigation we will contact the Local Authority and report your child as Missing in Education.
- Report your child's attendance to you every term.
- Send out weekly texts to parents of those children with attendance currently under our target of 96.5%
- Celebrate good attendance through a variety of methods such as our Class Attendance Race, Certificates each term for 100% attendance and a medal for 100% attendance for a full year.

Children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age group.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

Legal Framework

St James' C of E Infant and Nursery School is committed to following the framework set in Section 7 of the Education Act 1996 which states that:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise."[1]

Our Attendance policy has due regard to statutory legislation, including, but not limited to, the following:

Education Act 1996

Education Act 2002

Equality Act 2010

Education (Pupil Registration) (England) Regulations 2006 (As amended)

Keeping Children Safe in Education 2018

This policy also has regard to non-statutory DfE guidance, including, but not limited to, the following:

DfE (2018) 'School attendance'

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Parental Responsibility

- Parents and carers are responsible for ensuring that children attend school regularly and punctually. It is the parent's responsibility to notify our school if their child is unable to attend school or is going to be late.
- Under Section 7 of the Education Act 1996, parents are responsible for making sure that their child of compulsory school age receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be by regular attendance at school or by education otherwise (including the parent choosing to educate their child at home).
- Compulsory school age is defined as being the term commencing on or after a child's fifth birthday. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. This applies to the parents of children of compulsory school age who are registered at a maintained school, a pupil referral unit, an Academy, or other state provided education.
- Section 576 of the Education Act 1996: Definition of a Parent – is as follows whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person.

Lateness

It is to be expected that very occasionally a child may be late for a genuine reason. The concern is in regard to any consistent late arrivals (where there is no avoidable reason). If there are children who fall into this category then the following procedure takes place:

- If a child is late they must enter by the main entrance and let a member of staff in the office know. If a Parent/Carer is present, they will be asked to enter the child's details and reason for lateness on the school entry system.
- Parent is reminded by office staff of the importance and reasons for lateness and support strategies discussed.
- Staff responsible for attendance contacts parents informally for discussion about continued lateness
- Formal written letter from Head teacher
- If the issue persists then a formal meeting will be held between the Head Teacher and the Attendance Governor to establish the reasons and plan forward.
- Regular monitoring of lateness will occur by the school and where necessary action will be taken following the escalation of intervention (Appendix 5) at the headteacher's discretion.

Each stage is only reached if there has been no improvement after the previous intervention.

Leave of Absence during term Time

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 which remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Parents will need to make an appointment to see the head teacher if they want to request time off during term time for a family holiday or any other reason.

- Leave of absence during term time will only be granted under exceptional circumstances.
- No Holidays taken during term time will be authorised.
- The law states that the provision for Head Teachers to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance.
- We define 'exceptional circumstances' as an event or problem which you did not expect.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head Teacher's discretion.

For further information see our Attendance Policy which is published on our website and is available from the school office.

