



Attendance Policy - Pupils

Reviewed: Autumn 2018

Next Review: Autumn 2019

The staff and Local Governing Committee at Waverley Abbey Junior School encourage and expect pupils to attend school. Regular attendance is linked to high standards of pupil achievement and progress. Children quickly pick up the message that their presence is important. The staff and Local Governing Committee at Waverley Abbey Junior School believe that in order to meet the aims and objectives of the school that all children should attend during the 190 days term time so that effective teaching and learning take place.

Registers provide a daily record of the attendance of all pupils and are regularly audited by the Education Welfare Officer. Registers are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. Information from Registers also contributes to pupil's end of term reports and records of achievement, which transfer with the child throughout their educational career. Records of absence are kept for each child.

Absence

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only does the child miss the teaching provided on the days they are absent, they are also less prepared for the lessons after they return. There is a consequent risk of underachievement, which the school and the parents/carers should seek to avoid.

- Parents/carers are advised against booking any leave of absence during term time as they will not be authorised. School holiday dates are published a year in advance and are available on the school and Surrey County Council websites.
- The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- Any application for leave must only be in exceptional circumstances. The Head of School must be satisfied that the circumstances are exceptional and may consult with the Chair of the Local Governing Committee before granting leave.
- Any exceptional circumstance where a pupil may need to be absent for a long period must be discussed with the Head of School and where possible, the discussion should take place no less than two weeks prior to the anticipated leave.
- When authorisation of absence is refused, the parent/carer will be informed in writing.
- Pupils may be removed from roll if they do not return after an agreed date and the absence is longer than 20 days.



To notify the school that children may be taken out during term time, parents/carers will be asked to:

- Obtain a form from the school office **at least three weeks** prior to the absence being requested.
- Complete the Absence Form and return it to the school office **no less than two weeks prior** to the absence.
- The Head of School will respond to those parents / carers who request absence during term time and an additional meeting to discuss the absence may be requested by the school.

Governors will receive termly reports about absence.

Teachers will not provide homework for children during family leave of absence taken during term time.

Copies of all request forms are kept in the children's record of achievement files that transfer with them throughout their educational career.

Penalty Notices

Penalty Notices will be issued by the Local Authority for unauthorised leave of absence in term time.

The Penalty Notice fines 2018 2019 are as follows:

The amount payable on issue of a Penalty Notice is **£60 per parent, per child, if paid within 21 days of receipt of the Notice, rising to £120 per parent, per child, if paid within 28 days**. If the Penalty Notice is not paid, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Unauthorised absence of 5 days or equivalent will result in the Head of School requesting that the Local Authority issue a Penalty Notice.

Penalty Notices may also be issued when a pupil is stopped by Truancy Patrol or at the discretion of the Education Welfare Officer if a parent / carer fail to ensure regular school attendance.

Lateness

School opens at 8.35am each morning and the register is taken at 8.45am and all pupils are expected to be in their classroom for registration at this time.

Any pupil arriving later than 8.55am must report to the office. A parent/carer should give a reason for the lateness and the pupil will be marked as late. This will be coded 'U' on the register and recorded as unauthorised absence.

Parents who are consistently late in bringing their children to school are disrupting not only their own child's education but also that of others. Where persistent lateness gives cause for concern, further action may be taken:

- The school may refer to the Education Welfare Service. Parents are also free to use this service when needed. The school office keeps this number too should a parent make a request.



South West Education Welfare Team

Waverley and Guildford
Telephone: 01483 517179

- School may alert the Educational Welfare Officer

Absence through illness

When a pupil is absent for any unforeseeable reason, the pupil's parents/carer should contact the school on the first day stating the reason for non-attendance.

A note explaining the absence must be sent to the pupil's class teacher by the parent /carer when the pupil returns to school.

Any child who is ill with vomiting / diarrhoea MUST NOT attend school until there is no vomiting / diarrhoea for 48 hours.

Responding to Non-Attendance

If there is no contact from the pupil's parents/carer on the first day, the school will make contact by text in the morning by 10.30am. If no response is received by lunchtime a call is made to the parents. If there is no response by the end of the school day, the school will attempt to contact all names on the list of contacts given by parents and if there is still no contact, the information is passed to the Head of School. If the school has reason to believe that a pupil's welfare is at risk then social care may be contacted.

Late collection from clubs after school

Children will be kept at school if a parent or carer cannot collect after a school club. However if there has been no contact from the parent or carer and the school has attempted to contact all those named by the parent or carer and not been successful, the school will contact the social services. If a pupil is collected late more than **5** times from school they school will place the child in their after school care club and parents will be charged for their child's attendance.

Doctor/Dentist/hospital appointments

Parents/ carers are asked where possible to book medical and dental appointments outside of school hours. Any absence due to doctor's, hospital or dentist's appointments for part or whole days, must be given in writing by the parent(s)/carer so that the school always knows where the child is for security and safeguarding reasons. Evidence of the appointment may be requested.

Education Welfare Officer

The Education Welfare Officer monitors the attendance of all pupils on a regular basis. The Education Welfare Officer (EWO) will work with the school staff and parents to promote good attendance and investigate reasons for absence.

If attendance problems cannot be resolved by the school then the school will make a referral to Education Welfare Officer. The EWO will try to resolve a situation but if attempts to improve attendance have failed, and unauthorised absence persists, the EWO may use sanctions such as parenting contracts, Penalty Notices and prosecution.



Failure to ensure regular school attendance, under section 444 of the Education Act 1996 could result in a conviction in a magistrate's court, to a fine not exceeding £2500 or a term of imprisonment not exceeding three months, or both.

Class teachers will:

- complete registers accurately and punctually twice daily;
- in partnership with the school office, follow up any unexplained non-attendance;
- record all reasons for absences in the register;
- inform the Year leader of any attendance concerns;
- be alert to early signs of disaffection which could culminate in nonattendance and to report these concerns as soon as possible to their Phase Leader

The school office staff will:

- keep regular and accurate records of attendance for all pupils as provided by class teachers
- monitor every pupil's attendance
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence
- follow up all unexplained absences to obtain notes authorising the absence
- inform the Head of School of parents/carers of pupils who are not attending regularly

Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform the Head of School as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving Waverley Abbey school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service and the missing child will be reported to social services and the police.