

# Ashton Gate Primary School



## **ATTENDANCE POLICY**

This policy forms part of the Local Authority Policy of Attendance

### Principles:

- The school recognises that regular attendance at school is essential for each child to achieve his/her maximum potential.
- Persistent lateness also causes disruption to education and cause distress for the child.
- There are factors in the community which need to be taken into account for the child when addressing attendance.
- It is the parents/carers responsibility to ensure that their children attend school regularly and arrive on time.
- Only the school (not parent/carer) can authorise absence.

## **PRACTICES**

### **School's Responsibilities and Actions**

The school seeks to promote good attendance by strategies such as:

- Liaison with parents/carers
- Rewards for good attendance
- Inviting the Education Welfare Officer into school to talk to children about attendance

### **Attendance**

It is a legal requirement to complete the attendance register. Teachers are required to mark registers at the beginning of each morning and afternoon session.

Registers must be completed on RM Integris by 9am for the Upton Road site and 9.10am for the Ashton Gate Road site.

Teachers should use appropriate codes to denote absence.

Unexplained absence will be followed up on the day with a text message requesting the parent/carer contacts the school to provide a reason for the absence.

Where the child's home cannot be contacted by telephone or via text message, a letter will be sent requesting an explanation. If the first letter elicits no response, further contact will be attempted either by telephone or letter.

If there are continued problems of attendance which cannot be resolved by the school, a referral will be made to the Education Welfare Officer.

Attendance registers are balanced weekly by the School's Attendance Administrator who will report any attendance trends or concerns to the Senior Leadership Team.

### **Lateness**

Any pupil arriving late at school should report to the Office and sign in using the Inventory system, providing a reason for the lateness.

At the Ashton Gate Road site, any pupil in Reception or Year 1 arriving after 9.00am will receive a late mark (L) and arriving after 9.20am will receive an unauthorised absence for this session (U). Any pupil in Year 2 arriving after 9.10am will receive a late mark (L) and arriving after 9.30am will receive an unauthorised absence for this session (U).

At the Upton Road site, any pupil in Years 3 and 6 arriving after 8.50am will receive a late mark (L) and arriving after 9.10am will receive an unauthorised absence for this session (U). Any pupil in Years 4 and 5 arriving after 9.00am will receive a late mark (L) and arriving after 9.20am will receive an unauthorised absence for this session (U).

A letter will be sent to a parent/carer if there are problems with persistent lateness.

If problems persist and cannot be resolved by the school, a referral will be made to the Education Welfare Officer.

### **Holidays and Extended Overseas Visits**

Parents **MUST** complete an online leave of absence form prior to any planned leave during term time. These forms can be found on the school website or the school office are able to send a link. Forms should be submitted at least two weeks prior to the requested absence.

Since September 2013 **any holiday** taken during term time **has not** been authorised by the school. Leave will only be authorised where the circumstances are deemed to be exceptional. All applications must be made in advance and the Head of School must be satisfied that there are exceptional circumstances which warrant the leave.

The following circumstances are not deemed to be exceptional:

- Holidays booked to reduce the price of the holiday taken during term time.
- Holidays booked by grandparents or other family members.
- Holidays taken to celebrate; birthdays, anniversaries, family days out.

The school will, if required by the parent, provide work for the pupil to complete while away. Where parents fail to abide by the agreement reached with the school and keep a child away from school in excess of the period agreed, the exclusion time will be treated as unauthorised. The school reserves the right in extreme circumstances to take a child off roll.

### **Issues which may lead to a referral to an Educational Welfare Officer**

- a) Authorised Absences: Pupils with an attendance rate of 90% or less OR
- b) Unauthorised Absences: Any pupil, on the child protection register, whose absence **raises concern**
- c) Post registration truancy: persistent lateness after registers have closed
- d) Exclusion: When a child is accumulating fixed period exclusions **that may lead to permanent exclusion**

Parents should be aware that Education Welfare have the right to fine and/or prosecute for pupils' non-attendance at school in accordance with relevant legal framework.

### **Child Missing in Education (CME)**

Children Missing Education (CME) are children of compulsory school age, who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. To avoid children becoming CME it is important that they are being placed on and off a school roll as per Department for Education (DfE) guidance.

Where a pupil has not returned to school for ten days after a pre-arranged leave of absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The school will make enquiries regarding the child's absence and then make a pupil tracking referral to Bristol City Council if they fail to locate the pupil. The pupil will be removed from admission register only with agreement from Bristol City Council.

Parents should be aware that Education Welfare have the right to fine and/or prosecute for pupils' non-attendance at school in accordance with relevant legal framework.