



Name of School: **Earls Barton Primary School**

Committee/ Person(s) Responsible: **Headteacher**

Governors

Distribution : **Governors/ staff /website**

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Document Reviews

Version	Inclusion Governors	Adopted Full Govs	Comments	Initial
1.0		18.11.21		
1.1		14.07.22	Amendments to times for registration	
1.2		25/05/2023	2.3 Amendments to register closing and recording lates. – Escalation process of lates 3.6 Home visits	



1 Introduction

- 1.1** We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2** Under the *Education (Pupil Registration) Regulations 1995* the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- The absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

2.3 Lates



Registers open at 8.45 am (1.00 pm for the afternoon session) children who are not present when the doors close at 8.55am are marked as late. The office will then record children as late up until 9.25am, which is at the end of the first 30-minute session; in EYFS and KS1 phonics is taught within the first 30 minutes of the school day so being punctual is essential to enable children to be taught letter sounds and develop early reading. Children arriving after 8:55am (1.00pm in the afternoon) will need to report to the school office and reason for the lateness recorded in the 'late book'. This will be recorded as a late. After 9.25am (1:30pm in the afternoon) children are marked as "late after the register closes". This will count as an absence for that session.

When children are late, the school will apply its late escalation process as children have more cases of lates over the monitoring period (each term).

3 If a child is absent

- 3.1** A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.
- 3.2** Parents should inform the school on the first day of absence by telephone, or email before **8.30am**, or coming into the school office if a note has not already been sent in.
- 3.3** When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, who will endeavour to contact a parent or guardian.
- 3.4** If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.
- 3.5** If we have not heard from a parent by 10 am why their child is absent from school we will ring all the contact numbers until contact is made.
- 3.6** If there is no contact from a parent/ guardian and we have been unable to contact any of the contact numbers, we may conduct a home visit as part of our safeguarding process.



4 Requests for leave of absence

- 4.1** We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are exceptional circumstances where a parent may legitimately request leave of absence for a child to attend, for example a special event. Parents can submit a leave of absence request form to the Headteacher for consideration.
- 4.2** **The school will only authorise leave of absence, whatever the reason, if a child's attendance is at least 95%. Holidays will not be authorised.**

5 Long-term absence

- 5.1** If an absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services e.g. hospital outreach, and arrangements can be made for the child to be given some tuition outside of school, this would normally be a member of school staff.

6 Repeated unauthorised absences

- 6.1** The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem with a member of the Senior Leadership Team. If the situation does not improve, the school will then contact the Education Inclusion and Partnership Team, and this may result in a fine.
- 6.2** The governors, supported by the Local Authority, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Attendance targets

- 7.1** The school sets attendance targets each year. These are discussed by the senior staff and governors on a regular basis. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.
- 7.2** Children with very good attendance are praised by their class teachers, senior staff and the Head Teacher.



8 Monitoring and review

- 8.1** It is the responsibility of the governors to monitor overall attendance, and they will request a regular report from the Head Teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be. An annual “health check” will be completed to ensure this policy and procedures are carried out.
- 9.2** The school will keep accurate attendance records on file for a minimum period of six years.
- 9.3** Senior staff will monitor attendance regularly. This will ensure early identification of any concerns and provide support where needed. They will work in partnership with parents to improve attendance.
- 9.4** If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Education Inclusion and Partnership Team, who may contact the parents or guardian.
- 9.5** **This policy to be read in conjunction with the government guidance around attendance during the Corona Virus Pandemic:**
- <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>
- 9.6** This policy will be reviewed by the governing body annually.