

Reevy Hill Primary School - Futures Learning Partnership

Attendance Policy

All the schools within the Futures Learning Partnership believe that attendance is crucial. We aim to give a clear, consistent message that “Every Day Counts,” and that high attendance is essential. We will ensure that our guidelines are prominent in our induction procedures and throughout school so that families and young people have a clear, consistent message from school regarding:

- Absence and attendance codes
- Extended leave
- Religious observance
- Medical Matters
- Lateness

Aims

- To secure high attendance against agreed targets.
- To implement common policies and procedures to support the achievement of Every Child Matters outcomes and to promote safeguarding for all.
- To work together as a school to deliver a clear, consistent message that supports children and families.
- To raise standards for the children in our school.
- To promote good relationships between home and school and to foster effective community cohesion.
- To recognise the individual needs of each family.
- To maintain a systematic approach to gathering and analysing attendance and attainment data.
- To meet the needs of vulnerable pupils and their families.
- To reward good attendance.

Targets

- We aim to be above Bradford attendance averages for primary and secondary schools by July 2016.
- By July 2018, we aim to be in the upper quartile for schools in Bradford.
- We aim to reduce the number of families where persistent absence is a problem.

Absence Codes

- We will consistently apply the DFE Absence and Attendance Codes guidance.
- Ensure that staff who are responsible for inputting the codes will receive regular training on using the correct code.

Requests for leave of absence

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 in exceptional circumstances there are times when a parent may legitimately request a leave of absence.

Legislation states that schools can give up to 10 days leave of absence **only** in exceptional circumstances. Time off for family holidays is **not a right** and we expect parents to take their family holidays in the normal school holiday periods.

If requesting leave of absence in term time a request form, which is located in the office, must be completed

Leave of absence will not be authorized for the following reasons;

- Availability of cheap holidays
- Availability of desired accommodation or poor weather conditions during the school holidays.

When deciding on a request, the following maybe taken into consideration;

- The reason for the absence
- The age of the child and their educational stage
- The time of year (for example near exam dates)
- The child's overall attendance
- The child's ability to catch up

Each request will be assessed individually and parents will be informed in writing whether the request has been accepted.

Penalty notices may be issued if parents have not sought permission or the request has been refused.

The Penalty Notice is £60 per parent, per child if paid within 28 days and £120 per parent, per child if paid after this date but within 42 days. For example a family with 2 children & 2 Parents would receive a fine of £240 if paid within 28 days.

Failure to pay the penalty could result in Bradford Children's Services starting legal proceedings against parents/carers for the offence of failing to ensure the child's regular attendance at school.

Religious Observance

We recognise the value of school attendance and of community cohesion. It is essential to take account of religious observance and the impact of its recognition on community cohesion when setting school holiday patterns.



We will:

Consider flexibility available from occasional days and disaggregated staff training days to enable parents to celebrate Eid without affecting children's attendance at school as the school population changes.

Medical Matters

We agree to:

- Follow medical guidance regarding number of days absence for specific conditions.
- Regularly monitor levels of absence due to illness for individual pupils.
- Consult with the School Health Service to assess the reasons given for illness absence and provide guidance to parents.
- Encourage parents to make medical and dental appointments out of school time.
- Engage with the local health providers to encourage the making of appointments where possible outside of school time.

Lateness

Lateness is not acceptable as it disrupts lessons and may lead to more serious absence. Punctuality is a life skill which must be taught and encouraged.

Follow DCSF guidance which states that schools should close the register to pupils 30 minutes after the start of the session.

- Apply the following coding:
 - L is used if a child arrives after the register has been called, but within 30 minutes of the start of the school day.
 - U is used if a child arrives more than 30 minutes after the start of the school day.
- Examine their practice surrounding the start of each session to encourage and facilitate the prompt arrival of children at the beginning of each session.

WE AGREE THAT WE WILL:

- Not authorise absences for pupils with less than 85% attendance unless a doctor's note is provided.
- Not authorise absences for unacceptable reasons, such as:
 - My brother/sister was ill.
 - We went shopping or I had my hair cut.
 - We took my grandparents to the airport.
 - We were moving house.
 - It was my birthday.
 - We went to visit relatives.
 - I was late so I stayed at home.
 - We went to visit someone in hospital.

Unauthorised absences

There are many absences that are not for an acceptable reason. The Headteacher will decide whether an absence is authorised or not.



Monitoring and Evaluation of the Impact of The Policy

WE AGREE THAT WE WILL:

- Analyse our data by code each term to identify trends and differences and act upon the findings.
- Monitor on a continuous basis

Governor Approved

