



Aragon Primary School

Attendance Policy

October 2017

Vision Statement

"Aragon Primary School believes in a working partnership between the Home and School." In order to do this we must communicate efficiently and effectively with parents. We are aware that attendance issues must be treated as individual cases.

All staff and governors recognise that education is the key to achievement for all young people and that irregular attendance can lead to educational disadvantage and can place young people at risk.

Improving attendance at Aragon is a key priority. We aim to reduce absence, including unauthorised absence and the number of persistent absentees.

This Policy has links with:

- The Safeguarding Children/Child Protection Policy
- The Behaviour Policy
- The Special Educational Needs Policy

Aims

We aim to:

- Encourage parents and carers to recognise their legal responsibility in ensuring school regular attendance and in understanding the link between attendance and attainment and to work in partnership to encourage and promote good attendance.
- Encourage pupils through the curriculum and the pastoral support programme to recognise the importance of good attendance in achieving their full educational potential and to develop good habits in preparation for the world of work.
- Work towards ensuring that all pupils feel supported and valued, sending out a clear message that if a pupil is absent s/he will be missed.
- Work in partnership with other agencies such as the Educational Welfare Service to encourage and monitor attendance.
- Ensure that all staff are aware of the requirements of the registration process and the law relating to attendance.
- Implement a structured system of attendance monitoring at all levels.
- Evaluate procedures and systems on a regular basis.
- Offer appropriate support to parents/carers and pupils who are experiencing difficulties with attendance.

DFE Guidance

Guidance can be found on the following website

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

This site will provide information and publications offering advice and relevant legislation regarding behaviour and attendance.

The law requires regular attendance. Schools are required to take an attendance register twice a day, at the start of the morning session and once during the afternoon session. The register shows whether the pupil is present, engaged in an approved educational activity off-site, or absent.

If a student of compulsory school age is absent, the register must show whether the absence was authorised or unauthorised.

- Authorised absence is where the school has given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as a satisfactory justification for the absence.
- All other absences must be treated as unauthorised.
- It is compulsory that all schools record attendance electronically.
- The governing body (which is legally responsible for the attendance register) must register with the Data Protection Registrar under the Data Protection Act 1998. If computers are used for attendance registration, staff must print the attendance register at least once a month. At the end of each school year sheets must be bound into annual volumes and, like manual registers, kept for at least three years.
- Parents/Carers have a legal duty to ensure that their child/children attend school. If the Educational Welfare Service and school feel that a parent/carer is failing to ensure regular school attendance of their child then the parent/carer may be subject to legal action **by way of the amended 2013 Regulations of The Education (Penalty Notices) (England) Regulations 2007**. This would be by way of a Penalty Notice which carries a fine of £120 which if paid within 21 days is reduced to £60. In the event the fine is not paid, the Education Authority may institute court action, which on conviction could result in a fine of up to £1000 and a criminal conviction. An unauthorised Leave of Absence may also result in a penalty notice being issued.

Leave of Absence is authorised at the discretion of the Headteacher and school governing body. **This is not an automatic right of parents/carers.** Schools must follow the law in this regard and may only grant leave in **exceptional circumstances** if certain criteria are fulfilled.

Parents should complete an application form for Leave of Absence and the school will respond to this request within seven days of the request form being submitted.

The Education Act 2002 and Sec. 446 Education Act 1996 place a legal responsibility for enforcing regular school attendance on the LEA. This responsibility is delegated to the Education Welfare Service. Legal action can be instigated against parents and carers whose children fail to sustain an acceptable level of attendance and where parents and carers are failing to fulfil their responsibility.

Procedures

- Pupils should arrive for morning registration by 8.55 a.m. Late arrival without a justifiable reason may result in an unauthorised absence being recorded.
- Afternoon registration is 1:00pm for Key Stage 1 and 1:30pm for Key Stage 2.
- If a pupil is absent, the parent/carer should telephone the school by 9.00am on the first day to report the absence. Upon the pupil's return to school, the parent/carer should send in a note explaining the reason for the absence.
- Whenever possible, parents/carers should make dental and medical appointments outside of school hours.

Additional Strategies used to promote improved attendance

- We publish individual class attendance percentage figures in our weekly newsletter.
- Certificates are given to the class with the best percentage attendance each week.
- 100% attendance certificates/prizes are awarded at the end of each term/end of each academic year
- Most improved attendance certificates are awarded weekly
- Parents/Carers are informed of their child's % attendance each term.
- Attendance % figures are included on the children's reports at the end of each year.
- "In school charts" are kept for some individual pupils to encourage improved attendance.
- Attendance and punctuality weeks are organised throughout the year.

Table of attendance

Below is a table to show how even half a day's absence affects your child's overall attendance figure.

Days of Absence in one Academic year	Reduction Percentage	Maximum Pupil Attendance for that year
0.5	0.25%	99.75%
1	0.5%	99.5%
2	1%	99%
4	2%	98%
5	2.5%	97.5%
10	5%	95%