



Pendock CE Primary School

Be the best that you can be

PENDOCK CE PRIMARY SCHOOL Attendance Policy

We aim to enable and encourage all those connected with Pendock school to be the best that we can be. By living out our Pride in Pendock values, we strive to inspire children, parents, staff and our wider community to fulfil their potential and enjoy life in all its fullness.

Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/her may have, either by regular attendance at school or otherwise".

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to meet their full potential. The attendance pattern for all children is monitored regularly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We are very proud of our attendance and are committed in continuing to work alongside parents for the benefit of all the children.

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 to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside each other.

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding which intervention strategy to apply.

Arrival and Registration

The register is taken twice a day. A day counts as 2 attendances.

- All children should be in the school ready to register at 8.55am.
- Children are able to enter the school gate from 8.30am – 8.45am and from 8.45am – 8.55am through the front door by the school office.
- Morning registration ends at 9.05am.
- If a child arrives after the morning registration period they will be marked as late

- Afternoon registration is between 1.30pm-1.35pm.

Parental responsibility

- Parents have a legal obligation to ensure their children receive a full-time education – being present at school for all the sessions that it is open.
- If a child is unwell/unable to attend school, parents need to inform the school as soon as they can and by 9.15am wherever possible. Our preferred method of communication in this instance, is for parents to call the school and leave a message if the phone is not answered (voicemails are checked regularly). This can then be followed up by email/Class Dojo if necessary.
- Every effort should be made to arrange medical appointments outside of school hours however we know that this is not always possible. Where children need to attend such appointments during the school day, it is important that we know if the child is returning for lunch or not.
- If your child is absent due to vomiting then they should not return to school for the next 48 hours after the last time that your child is sick. This is to reduce the risk of infection to other children and adults at school.

When a child is absent, the class teacher will record the absence in the register. As part of our Safeguarding Procedures, a member of school staff will endeavour to contact the parent/carer and other emergency contacts if no message has been received regarding the reasons for the absence to check on the safety of the child.

If after two days of absence, with no reason offered and/or no contact being made with the family, then a member of school staff will make a home visit. If this is not possible, for any reason, school will call Children's Services for advice/next steps.

If after 10 consecutive sessions (5 days) of absence, with no communication with parents/carers, school will contact the Children Missing in Education service and/or Children's Services for further advice and support.

If after 20 consecutive sessions (10 days) of absence, with no communication with parents/carers, school will contact the Local Authority for further support.

Attendance expectations at Pendock

Exceptional attendance would be above 96%

Good attendance would approximately 95%

Room for improvement with attendance falls between 90% and 95%

Cause for concern is attendance under 90%

We regularly monitor attendance at Pendock. Where attendance falls below 90%, we will contact parents to explore the reasons why and offer support where possible. This may be in the form of a letter, telephone call and/or email. Where there is no improvement and attendance continues to fall, we will make contact with the appropriate authorities and take further advice. We will keep parents fully informed at each stage.

Authorised/Unauthorised 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 telephones the school to explain the absence. Only a school can make an absence authorised.

An absence is classified as unauthorised when a child is away from school without permission of the Head Teacher. Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences that have never been properly explained
- Holidays not agreed

It is not acceptable for the school to authorise absences ahead of time. Each case of absence must be treated in its own right.

What the law says

Section 23(1) of the Anti-Social Behaviour Act 2007 states that “Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school”.

- the amount of the penalty is £60
- if this is not paid within 21 days, the amount rises to £120
- if not paid within 28 days, the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice has been issued in error

Section 444(1) of the Education Act 1996 states that “If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence”.

The court may:

- fine each parent up to £1,000 per child
- order payment of the prosecution costs
- impose a Parenting Order
- impose an Education Supervision Order

Section 444(1a) Education Act 1996 states that “If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence”.

The court may:

- fine each parent up to £2,500 per child
- order payment of the prosecution costs
- impose a Parenting Order
- impose an Education Supervision Order
- sentence parents to a period of imprisonment for up to 3 months

It is expected that parents cooperate with the Local Authority and make sure their child attends school every day it is open, unless there is a good reason for him or her not to attend.

This policy is reviewed regularly and updated following appropriate guidance.