



Dallimore Primary and Nursery School

Attendance Policy

Good Attendance

Good attendance is essential if children are to take full advantage of opportunities offered to them at school and to develop the educational and social skills which are to equip them for life.

We aim to achieve good attendance by implementing this policy through the ethos of the school whereby parents and carers, staff, children and the Education Welfare Service can work together in partnership.

Staff encourage good attendance by liaison with families. We consult other agencies when this is appropriate. We monitor attendance and work to solve any identified problems quickly.

Our attendance policy is based on equal opportunities for all.

Our Attendance Target is always **96%**

We aim to:

- Promote good attendance as the norm, encouraging the government recommended rate of 95% or above for each child
- Help every child to reach their maximum potential unhindered by unnecessary breaks in their school life
- Demonstrate that good attendance is valued by the school
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement in increased attendance and dealing with difficulties

To achieve this we:

- Help children to be more aware of the importance of regular attendance and punctuality by classroom discussion, visiting speakers and a reward system
- Communicate with parents in relation to their child's attendance
- Recognise and support the key role of all staff in promoting and monitoring good attendance
- Continue regular contact with outside agencies when necessary

We reward good attendance by:

- Praising the whole class with the highest attendance rate of the previous week in Assembly on Monday morning and rewarding the class with additional playtimes/ treats.
- 100% attendance is rewarded each term through treats, stickers and certificates and all children over 95% are entered into a prize draw. Those children with 100% for the whole year are again given a treat at the end of the academic year.

Communication with Parents

The school communicates regularly with parents about attendance issues through newsletters and parent consultations. A copy of this policy is available on the school website & all parents are issued with a summary and leaflet when their child is admitted to school (including Nursery). Copies are also available in the school office and on the school website.

If a child is absent from school parents are contacted on the same day by text or message on Dojo to ascertain why their child is absent. If no response is received then a follow up phone call is made and, if still no response, a formal written letter is sent to the parents to ascertain the reason why their child has been absent from school.

At least once a term an attendance review is carried to review overall attendance levels and individual attendance levels. A report is created to track progress and trends and children whose attendance is a cause for concern are contacted. At this stage formal attendance meetings can be triggered with the Headteacher and School Business Manager.

Responsibilities

The School Business Manager is the attendance co-ordinator and is responsible for:

- The attendance policy and organisation of a regular review
- The organisation of rewards for good attendance
- Supporting staff in monitoring and dealing with problems
- Supporting families and children in sorting out difficulties
- Publicising the school's attendance record when required
- Ensuring that the information is entered into the MIS from registers is accurate and up to date.

The Business Assistant is responsible for:

- Undertaking **First Day Response** for children who are absent:
 - by text before 9.30am
 - if no response from parent/carers contact should be made by telephone by 11.30am
 - if no response contact is also tried via Class Dojo

- The designated Safeguarding Lead will inform the Office of any children who require communication with Social Care or Multi-Agency Team in relation to attendance ie) the family are subject to a child protection/ child in need plan/ Multi-Agency work then the relevant worker should be contacted by 11.00am to inform them of the absence/ lack of response.
- Undertaking a second day response procedure by repeating the steps above. When children are still absent
- If no further communication received then every Wednesday a letter is sent by 2nd class external mail.
- Collating an evacuation report following the submission of the electronic registers, entering the appropriate codes for children who are absent and those arriving late, after the gates have closed at 8.55am and when the registration period has closed at 9.10am.
- Recording verbal and telephone messages from parents in writing and passing on this information to class teachers (via the electronic registration system), School Business Manager, Headteacher, designated safeguarding lead or outside agency as necessary. Notes are also entered on the daily register/ week view screen.
- Producing various reports required by the Headteacher, governors and the Local Authority
- Liaising with Learning Mentors to ensure that any parents of absent children on their caseload are contacted to establish the reason for this and offer any support and advice

The class teacher is responsible for:

- Ensuring that the registers are completed accurately at the beginning of each session
- Liaising with the Headteacher/ School Business Manager with regard to any concerns regarding attendance and patterns of absence or punctuality
- Ensuring, along with colleagues, that the ethos in the class and the school is supportive of good attendance

The family is responsible for:

- Making sure that their child attends school regularly and punctually unless prevented by illness or medical appointments
- Letting the school know as soon as possible why their child is absent
- Providing medical/ dental appointment information as necessary
- Talking to the class teacher or Headteacher as soon as possible about any child's reluctance to come to school, so that problems can be identified quickly and dealt with

Requests for leave for Exceptional Circumstances

- The amendments to the Education (pupil registration) (England) Regulations 2006 which came into force on 1st September 2013 states that the Headteacher may not

grant leave of absence for holidays during term time and this statement forms the school's Policy Statement on 'Leave within Term Time' as shown in appendix 1.

- The school may authorise absence if there are exceptional circumstances such as the wedding of a family member, death of a close relative, caring commitments of a close relative.
- All requests must be made in writing on the application form (see Appendix 2) with reasonable notice – where possible at least two weeks in advance

2017 Changes for Schools in dealing with requests for Leave for Exceptional Circumstances

- On 6th April 2017 the Supreme Court appeal, in relation to the Platt v Isle of Wight case, determined that under section 444(1) of the Education Act 1996 attending school 'regularly' means "in accordance with the rules prescribed by the school"
- Therefore, from 1st September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for **any period of holiday absence** which has not been authorised by the Headteacher **regardless of a child's wider school attendance**.
- Therefore each request is reviewed on an individual basis alongside the child's attendance level in order to assess if there are exceptional circumstances.
- Only the Head Teacher or her Deputy has the authorisation to grant leave in term time.

GDPR and Data Protection

Data will be processed in line with the General Data Regulations Policy and Data Protection Regulations.

Date of policy: July 2021

Review date: July 2022

Appendix 1

Our Policy Statement on Leave in Term Time



**Dallimore Primary & Nursery School
Policy Statement on leave in Term Time**

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These Regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

This document is published on the webpage and displayed in School.

Appendix 2

Policy Statement on Leave in Term Time

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are **exceptional circumstances**.

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

Name of Child(ren) Year Group
..... Year Group
..... Year Group

Child's Address
.....

Name of Applicant(s) and Address (if different from above)
.....

I We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From..... To..... (inclusive)

Total number of days our child(ren) will be absent from school is:

Please supply in as much detail as possible in the box below the reason for your request and why you feel there are **exceptional circumstances why this leave should be approved**. Please include the names of the adult(s) who will be with your child(ren) during their absence ***IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.***

Continue on reverse if necessary

Signed (both parents if applicable)
..... Date

Office use:	Attendance to date%	Date	Authorised Y/N
	Call to parent date	Conf letter sent	