

## Falconer's Hill Infant School

### Attendance and Leave of Absence

#### Policy

The staff and governors of Falconer's Hill Infant School recognise that good attendance and punctuality is essential in order that children reach their full potential at school. We are committed to a whole school approach to attendance and punctuality and providing an education of the highest quality for all our pupils. We endeavor to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. For our children to take full advantage of the educational opportunities it is vital that your child is at school, on time, every day the school is open.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. In order to achieve these aims the school will:

- Ensure that children are stimulated, motivated and keen to come to school.
- Remind parents it is their responsibility to ensure their children who are physically well, are in school on a regular basis.
- Remind parents to inform the school office promptly **by 9am**, if their child is absent for any reason.
- Monitor absences closely and involve the Attendance Officer in encouraging parents to view attendance as important.
- Inform the Education, Inclusion & Partnership Team (EIPT) if there are extreme concerns.
- Inform parents termly concerning their child's attendance figures and report on annual attendance at the end of the school year.
- Encourage parents to ensure children arrive at school punctually and are picked up on time.

#### Expectations of the school

The school expects its parents/carers to:

- encourage their children to attend school every day, on time **(8:45am-3:25pm)**;
- ensure children are prepared adequately for the school day;
- contact the school on the first day of absence and to keep us informed daily if necessary;
- arrange holidays outside of school hours;
- arrange medical appointments outside of school hours, where possible;
- comply with the school policies and procedures;

### **Strategies to support good attendance and punctuality within school**

- Ensure registers are accurate and recorded by the teacher at the beginning of morning and afternoon sessions electronically (or by paper where necessary).
- Registration data is checked by the administrative staff.
- Telephone messages and reasons for absence are recorded on the electronic data management system.
- Any concerns about an individual child are communicated to the Headteacher.
- Where concerns have been highlighted the teacher will notify the office immediately of an absence.
- The school attendance team will closely monitor attendance of all pupils and follow the school's attendance concerns procedure shown on the parent flow chart.
- Where attendance is between 90-95%, the attendance team regularly monitor and send a reminder about attendance to parents and guardians.
- Where attendance is between 86%-89%, parents will be invited to attend a meeting with members of the school's attendance team.
- An Attendance Contract will be put in place to monitor attendance over a fixed 4-week period for attendance below 85%. Parents/Carers may be asked to provide medical evidence if persistent absence is due to ad-hoc illnesses. If attendance improves within the 4-week monitoring period, then the Attendance Contract can be terminated. If, however, attendance does not improve during the fixed period, then it can be extended, at the discretion of the Head teacher.
- If attendance does not improve following an Attendance Contract, and/or Parents/Carers do not engage with the process, a referral may be made to the SASS for irregular term-time attendance, if it fits the criteria. A fine may be issued.
- The Attendance Officer/Family Support Workers will be asked to intervene and support families where persistent attendance is a concern.

### **Recording Attendance (Safeguarding procedures)**

- On the first day of absence: a telephone call to the parents must be made, including if necessary, an SMS or a letter via email.
- Day two: a follow-up telephone call must be made to the parents, including an SMS and email.
- Day three: a telephone call must be made asking for contact to be made with the school immediately. The parents/carers will be given **2** further working days to make contact. If you are aware that English may not be the parents' first language, copy the letter into a language that may be more accessible.
- **If the child is still absent from school after 5 days and non-contact has been made:** Attendance officer and Parent Support Worker to arrange an unannounced home visit ensuring that risk assessments are in place.
- If the child has not been seen and the parents/carers have not made contact either, school must contact SASS via the on-line form to alert them to the possibility that there is a child missing in education.
- SASS will arrange a home visit to assess the situation and will be in contact with the school for further steps to be taken.
- If parent/guardians take their child out of school for an accumulative total of 5 days or more (10 sessions am/pm) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local Authority for consideration of legal action.

This could include;

- A Penalty Notice payable of up to £160 fine without further reference to you for a penalty notice, this warning is valid for 12 months.
- Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1000.
- Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

### **Lateness/Punctuality**

- Parents will be reminded about school times (8:45am-3:25pm) and the importance of good punctuality.
- Parents will be asked to sign their child in using the electronic signing-in system in the foyer giving the reason for lateness.
- If there are more than five occasions of lateness, a letter or Seesaw message will be sent to parents reminding them of their responsibility to ensure children arrive on time.
- If lateness persists following a further five late occasions, an appointment will be made to see the Attendance Team. An Attendance Contract may be put in place and possible referral to the SASS.
- At the end of the school day, children who have not been collected after ten minutes will be taken to the school office. Names will be recorded, and they will then be asked to wait in the library.
- If there is no parental contact by 3:30pm, a call will be made to ascertain why a child has not been picked up.
- School will monitor this and follow the safeguarding procedures in school where concerns are raised for late collection.
- If a child is consistently late being collected, then a record will be kept, and the parent asked to see the Attendance Team to discuss the reasons for this.

### **Illness**

- If your child is ill, you should let the school know as soon as possible, by at least 9am. You can report absence on the school's telephone number **01327 702878**, by the Seesaw app to Mrs Orme or in person at the school office. Please let us know when your child is likely to return to school and **ring every day of your child's absence** unless you advise us initially of the length of time, they will be absent for.
- The school is guided by Public Health guidelines so there may be occasions when your child must stay away from school in line with these guidelines. If your child is sick or has diarrhoea, they must not return to school until 48 hours after the last bout of vomiting or diarrhoea. This is to ensure the infection does not spread to other children. If your child is sick or has diarrhoea at school, we will ring you and ask you to come and collect your child.
- If we feel that your child is not well enough to come to school, we reserve the right to ask you to come and collect your child.

### **Leave of Absence**

Young children, in particular, often suffer from early childhood illnesses (e.g. chickenpox) and to offset absence caused by these unavoidable times off school it is important that all unnecessary absences are avoided.

Schools **cannot** authorise leave of absence for holidays. We urge parents to consider very seriously whether any time off school is necessary.

If parent/guardians take their child out of school for an accumulative total of 5 days or more (10 sessions am/pm) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local Authority for consideration of legal action.

This could include;

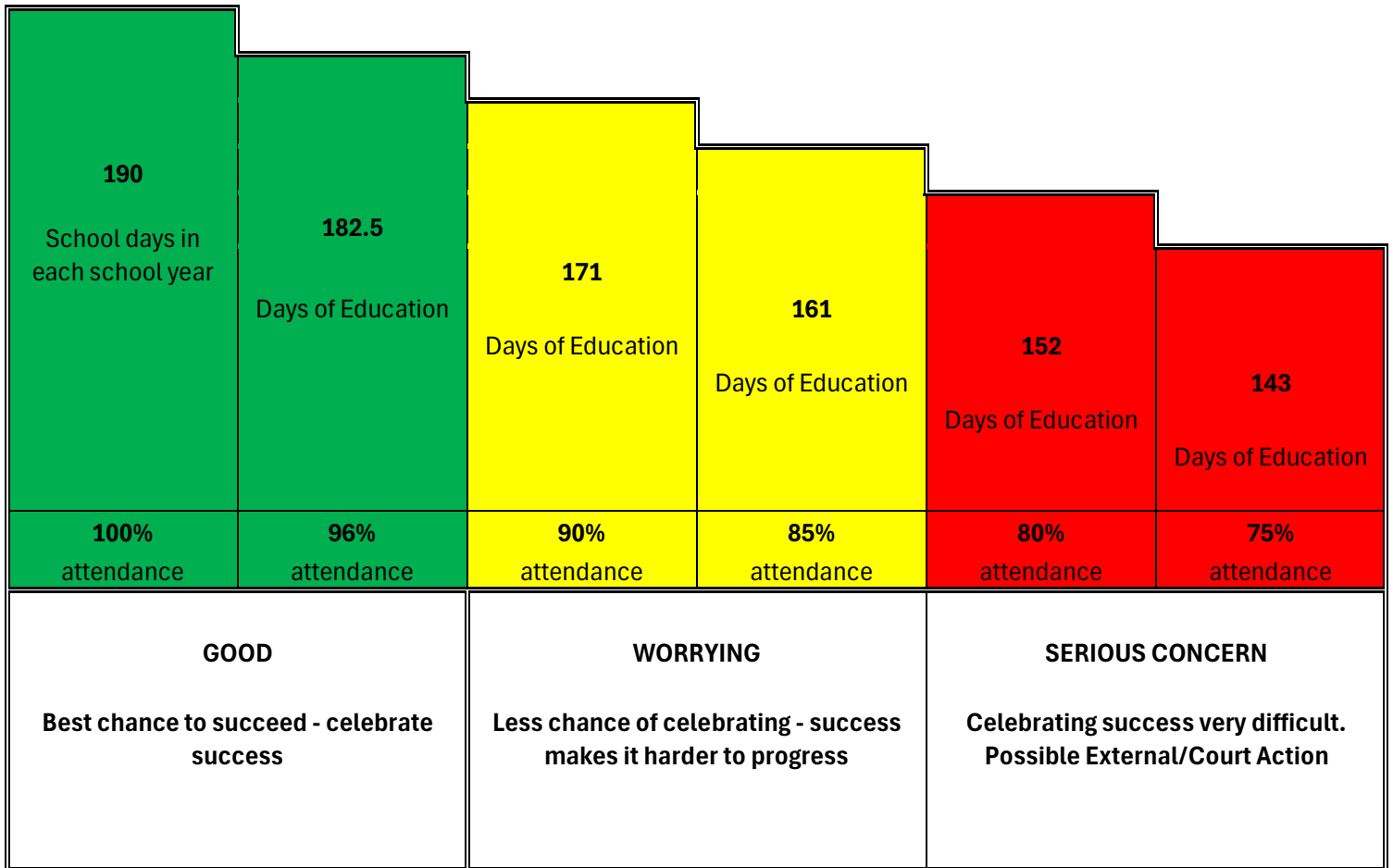
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  - Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

If parents wish to apply for a leave of absence they should follow this procedure:

- Read the school's attendance and leave of absence policy thoroughly.
- Note the school procedure in relation to authorising absence.
- If there are exceptional or compassionate reasons for applying for a leave of absence, then they should complete a leave of absence form & make an appointment to see the Headteacher.
- It is at the Head teacher's discretion whether a leave of absence is authorised or not. Only where there are strong compassionate reasons or extenuating circumstances is any leave of absence likely to be authorised.
- No leave of absence will be authorised unless an appointment has taken place with the Headteacher.

**There are 175 non-school days each year to use for family time, visits, holidays, shopping, household jobs and other appointments.**

**School Attendance**



## FALCONER'S HILL INFANT SCHOOL

### Leave of Absence Request Form

Schools have a responsibility to ensure children's attendance is as high as possible. All Daventry schools have reviewed their attendance policies so there is common practice.

From 1<sup>st</sup> September 2013 the new law gives **NO** entitlement to parents to take their child on holiday during term time and this could lead to a fixed penalty notice. **As of 22<sup>nd</sup> April 2016 a child absent for 5 consecutive days unauthorised may incur a Fixed Penalty Notice.** There is a requirement that schools notify the Education Inclusion & Partnership Team (EIP) of all unauthorised absences that meet the criteria for Fixed Penalty Notices. The initial Fixed Penalty Notice of £80 is issued to each parent for each child (two parent family, two children = £320) if paid within 21 days. Non-payment will mean that the Penalty Notice will rise to £160 after 21 days but within 28 days of receipt. If the penalty has not been paid within 28 days of issue the Local authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents/carers will receive a Criminal record and could be fined up to £1000.

**If parents wish to apply for a leave of absence, please follow the following procedure:**

- Read the school's leave of absence policy thoroughly.
- Note the school procedure in relation to authorising absence.
- If there are exceptional or compassionate reasons for applying for a leave of absence, then complete a leave of absence form & make an appointment to see the Head Teacher or Attendance Officer.
- It is at the Head teacher's discretion whether a leave of absence is authorised or not. Only where there are strong compassionate reasons or extenuating circumstances is any leave of absence likely to be authorised.
- No leave of absence will be authorised unless an appointment has taken place with the Head teacher.

#### Leave of Absence Request Form

You will receive notice of whether the leave of absence has been authorised no more than one month before the dates identified.

Child's Name: ..... Class: .....

I request permission for my child to be allowed a leave of absence from school as follows:

Date:                      From ..... to .....

Reason: .....  
.....  
.....

Parent's Signature: ..... Date:.....

**PLEASE HAND THIS FORM IN AT THE SCHOOL**                      Authorised / Unauthorised

**For Head teacher to complete:**

This Leave of Absence has been: Authorised / Unauthorised

In the case of unauthorised absence please note the school policy above.

Headteacher's signature: .....

Slip to be returned to parent.

Attendance	% ytd
Child's Name:	
.....	
.....	
From.....	
To.....	