



Eton Porny C. of E. First School

Policy Document

ATTENDANCE POLICY

Category: Non-Statutory	Approved by Headteacher:
For Overview By: LGB	<i>K E Russell</i>
Review Schedule: Annually	Overviewed by LGB:
Next Review Date: July 21	

We are all created unique and special.

He made us all perfect having our own uniqueness.

1 Peter 4:10-11 'God has given each of you a gift from his great variety of spiritual gifts.

Use them well to serve one another'.

ETON PORNY WHOLE SCHOOL ATTENDANCE POLICY & PROCEDURES

Eton Porny is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we have a zero tolerance of unauthorised absence.

The primary responsibility for ensuring that children and young people attend school rests with their parents/carers. However promoting attendance and tackling absence is the responsibility of schools and agencies within the local authority. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils, their parents or carers the importance of regular and punctual attendance including e.g. newsletters and end of term reports. We recognise that parents have a vital role to play and there is a need to establish strong home-school links whenever there is concern about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and work in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

School attendance is subject to Education law and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE). In addition, the school works alongside the Local Authority (Royal Borough of Windsor & Maidenhead) Education Welfare Service to monitor and regulate attendance and as such, this policy should be read alongside the RBWM Attendance Policy (Appendix 1).

Each year the school examines its attendance figures and sets the attendance target which is approved by the Local Governing Body. The target for 2020/2021 is 96%.

We regularly review our systems for improving attendance to ensure that we are working towards meeting our target.

School Registration Procedures

- Morning registration will take place at the start of school from 8.50am with registers completed in class on SIMS. Any child arriving after 8.50am enters school via the main office and the parent/carer signs them in late stating the reason. Pupils arriving between 8.50am and 9.15am will be treated for statistical purposes, as present, but will be coded as late (L) before registers close. If they arrive after the registers close at 9.15am they are recorded as unauthorised (U). When a child is late it has a negative impact on the child's learning and disrupts all the children in the class.
- Any child who is absent from school at the morning or afternoon registration period has their absence recorded with the appropriate code agreed by RBWM Education Welfare Service.

- Afternoon registration is at 1.00pm.
- When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours. Medical/Dental appointments must be accompanied by an appointment card or other written confirmation.

Absence from School

- *First Day Calling*

Parents/carers must give a written or verbal explanation, by ringing the school office and either speaking directly to a member of the office staff or leaving a message on the absence voicemail. If no explanation is received by 9.30am school staff will contact the parent. If the parent is not available, the school will cascade down the list of emergency contacts given until contact is made with an appropriate adult. In the unlikely event that the school is unable to make contact with an appropriate adult, the police and social care may be notified.

- *Subsequent Absence*

First Day Calling is repeated on each subsequent day if no acceptable explanation has been received. Social Care will be notified if there is an unexplained absence of a pupil who has a child protection plan in place.

- *Frequent Absence*

The school works in close partnership with their allocated Education Welfare Officer (EWO) from the Local Authority, who visits the school each short term to assess any concerns with absence or punctuality. In addition the school has a Home School Link Worker who will work with families should the school have any concerns with absence or punctuality. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve any concerns with parent/s. The Office Manager will liaise with the EWO and Home School Link Worker to ensure necessary action is taken when incidents of poor attendance and/or punctuality are identified. Where incidents of poor attendance and/or lateness are identified through monitoring parents/carers will be notified in writing that this is a cause for concern. If this continues, the School will invite parents/carers in to discuss causes and ways forward including being in communication with the EWO and Home School Link Worker.

THE LAW

Penalty Notices and Legal Action

The Education Act 1996 Section 444 (1) 444(1A) states that: 'The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

[a] to his/her age, ability and aptitude and

[b] to any special needs he/she may have.

either by regular attendance at school or otherwise.

Failure to do so may result in legal action taken against the parent under the above legislation.'

Leave of Absence

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution in the Magistrates Court, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice will be issued to each parent for each child. The penalty is per parent per child and will be £60 if paid within 21 days, rising to £120 if paid between 22 & 28 days. If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

Application for Exceptional Leave of Absence must be made in writing in advance by the parent with whom the child normally resides. Leave of absence will only be granted where the Head teacher considers it is due to 'exceptional circumstances'. Parent will be informed in writing of the head's decision.

There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

APPENDIX 1

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD **Attendance Policy**

To view the RBWM Attendance Policy please follow this link: [RBWM Attendance Policy](#)