

POLICY FOR ATTENDANCE AND TRUANCY

Named person- Kathryn Chesters – Headteacher
Attendance target is 97%

At Wybunbury Delves we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell. Wybunbury Delves is a happy school with a holistic approach and a warm Church school ethos. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. Parents are asked to share any worries their child might have in school. Sometimes little things upset children; which means they become unhappy, and may not want to come to school.

Parent-partnership

School opens at 8.40am for registration and registers close at 8.50am. The importance of regular attendance and time-keeping is affirmed by **newsletter** and reinforced by teaching staff. We also include reminders about parents and children arriving at school on time so that each child can be given the best possible start to each school day.

The **Home- School Agreement** includes the statements,

Parents/guardians will try to:

- see that my child attends school regularly and on time;
- notify the school if my child cannot attend.'

Information on lateness, illness and absence is given to parents in the **School Prospectus**.

Absence and Lateness: The school must be told by a parent/guardian of the reason for a child's absence or lateness. When parents do not notify the school of the reason for the child's absence, it must be deemed to be unauthorised (truancy) and must be recorded as such. Parents are asked to notify the school on the first day of absence before 9.30am. (Lunches may be charged for if absence is notified after this time.)

Persistent Lateness: If a child is regularly late for school then the class teacher contacts the parent concerned to have an informal discussion about this. If there is an urgent concern then the class teacher talks to the Headteacher immediately who may contact the Educational Welfare Officer.

Illness: Parents are asked to keep a child off for 48 hours where s/he suffers sickness or diarrhoea. Parents are asked to contact the school for advice regarding recommended absence for contagious illness.'

In the event of a pandemic, guidance will be given to parents at that time regarding keeping children off school.

Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headteacher talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend and appropriate action is taken.

Term Time dates are issued on our website for the next academic year.

Safeguarding Children

The school office staff place children on the school Admission register from the date they are due to start and put in place procedures for following up any pupils who fail to attend (see LA Children Missing Education Policy).

Absence pro-formas are kept by the telephone to record any messages. This information is recorded under the headings: date, child, class, and reason for absence. Parents can also call into school to see the class teacher to explain an absence. (These records are kept in the register by the class teacher.) All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the administrative staff will contact the parent/guardian after 9.30am by text message asking for an immediate response, so school is aware of the child's whereabouts as part of our safeguarding procedures.

Prompt Pick-up: Where a child cannot be picked up on time we stress that parents need to let us know as soon as possible so that we can arrange supervision and safeguard children. Children can be very upset if they are the only ones left.

Requesting Leave During Term Time

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any Leave of Absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The governors have now adopted the stricter interpretation in accordance with **LA protocol** regarding authorisation of term time absence, including holidays states, "We would like to take the following opportunity to explain to all parents the law regarding holiday taken during term time; that unless there are exceptional circumstances most requests will be turned down. If parents still decide to take their children out of school for a holiday, then we have no choice but to mark the absence as an unauthorised absence. It should be realised that unauthorised sessions of absence could lead to the involvement of the Education Welfare Service and the issuing of a Fixed Penalty Notice, the cost of which is £60 per parent per child if paid within 21 days increasing to £120 per parent per child to be paid within 28 days if remains unpaid will be processed to Court for prosecution. These Fixed Penalty Notices have been introduced as part of the government's drive to improve attendance."

Parents are reminded by newsletter to try to arrange their family holidays within the school holidays, rather than in term time so that their child's education is not disrupted.

All requests for leave must follow the process outlined below.

- All requests for leave must be submitted in writing to the Head Teacher a minimum of 4 weeks prior to commencement of the requested leave.
- All requests should be submitted by completing the leave request form with all relevant sections completed. (attached below- available on website & from school office)
- The head teacher will assess each request on its own merit and respond to the requestor within 2 weeks. The Head Teacher's decision may be;
 - Declined
 - Approved
 - Partially approved (ie not all requested days approved or approval with conditions or amendments)
- The Head Teacher will routinely decline all requests unless exceptional circumstances are evidenced.
- All requests for leave during term time must include written evidence of the exceptional circumstances. In most cases, a parental statement will not suffice as evidence as the Head Teacher is accountable for any leave granted and therefore must have sufficient assurance of the exceptional circumstances.
- Parents should not make any travel or accommodation commitments before gaining approval for term time leave. The school will not be liable for any costs incurred by parents as a result of term time leave being declined.

Attendance is reported on the child's Annual School report. Mrs Lawlor co-ordinates absence and attendance records. Children with 100% will be congratulated in Collective Worship at the end of the Academic year. She will notify the head teacher where a child's absence is at **90%** or below. This may lead to the involvement of the Education Welfare Officer. A letter will be sent to parents where their child's attendance has been identified within the band of lower attendance percentages with a copy of the registration certificate (see below). Children within the 90%-95% bracket will be closely tracked. The school aims to average 97% attendance in an academic year.

The school has regular visits from an Education Welfare Officer who monitors absence returns, registers, school records and will contact parents where a child's absence is cause for concern.

The school must report to the Local Authority any child who has had at least 10 days of unauthorised absence in a given period.

Truancy

All the staff at Wybunbury Delves are concerned about children's regular attendance, and the importance of continuity in a child's learning together with safety, welfare and happiness. If there is a concern that a child might be truanting then action is taken straight away. The Headteacher contacts the parent/guardian by phone or letter and the EWO is notified. Reporting Absence: Schools must report to the Local Authority any child who has at least 10 sessions (5 days) of unauthorised absence in a given period (one term or two consecutive half terms).

KC / AL reviewed annually
Reviewed Sept19

Key to codes		
/ Present (AM)	I Illness (not med/dental appointments)	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed) unauthorised absence
B Educated off site eg. High School Visits (not Dual reg.)	L Late before registers closed at <u>9.25am</u>	V Educational visit or trip
C Other authorised circumstances eg funeral <i>This code is to be used for Speech and Language appointments</i>	M Medical, Drs /Dental appointments	W Work experience
D Dual registration (attending other estab.)	N No reason yet provided for absence	# Planned whole or partial school closure
E Excluded (no alternative provision made)	O Unauthorised Abs (not covered by other code)	Y Unable to attend due to exceptional circumstances
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence
G Family holiday (not agreed or days in excess) unauthorised absence	R Religious observance	Z Pupil not on roll
H Family holiday (agreed)	S Study leave	- All should attend / No mark recorded

FORM A/ LoA: Request for Leave of Absence in Term Time

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The head teacher and the Governing Body will determine what the exceptional circumstances are.

For **COMPLETION BY PARENT/CARER**

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name: Year group.....

Dates of Leave of Absence: From..... To.....

Please give full reason(s) for asking for leave of absence during term time:

Signed: (parent/carer) Date.....

It is important to have read and understood the school's policy on attendance.

Taking your child out of school without the school's authorisation may result in the school requesting the Local Authority to issue a fixed penalty notice to each parent/carer for each child*.

Penalties for unauthorised absence:

Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.

For Completion by School:

Declined Approved Partially approved (ie some but not all LoA approved as detailed)

Reason Holiday Declined or Partially approved:

.....
.....

Authorised (see LA key to Codes or H Family Holiday agreed)

Unauthorised REGISTER CODE G (Holiday not agreed or days in excess)

Absence as a result of taking a holiday requires a G code. Schools must report to the Local Authority any child who has a t least 10 sessions of unauthorised absence in a given period (one term or two consecutive half terms).The DFE are anticipating that not many absences for leave in term time are authorised by schools.

Copy to: Parent and School File

*If required forward to Local Authority date.....

FORM B/LoA: Request for Leave of Absence in Term Time Declined

Dear.....

Re..... (pupil's name)

I am writing in response to your request/application for Leave of Absence in term time for the dates.....

Following changes in regulations, Leave of Absence may only be authorised in exceptional circumstances. As your request does not meet our criteria for exceptional circumstances in this instance, we are unable to authorise your request for leave for this period.

If you decide to go ahead with your plans, you are responsible for taking your child out of school and the absence will be recorded as unauthorised and subject to monitoring by the Governors and the Education Welfare Officer. Schools must report to the Local Authority any child who has at least 10 sessions of unauthorised absence in a given period (one term or two consecutive half terms) and a Fixed Penalty Notice may be issued. Failure to pay the Penalty Fine, within the required time, may result in prosecution.

FPN process- Penalties for unauthorised absence:

Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.

I know that some parents/carers will find the tone of this letter severe but this is an accurate reflection of current legislation and as a school we have a duty to point this out to parents.

Yours sincerely,

Mrs K Chesters
Head teacher

Cheshire East Monitoring Attendance: Letter 1(WD)



**Wybunbury Delves CE Primary School
MID YEAR/ END OF YEAR Attendance Review:**

Dear Parents

Name..... Year.....

ATTENDANCE % from to

Wybunbury Delves has a high attendance target of over 97% and must comply with Cheshire East Council's policy for good practice in managing attendance.

As part of policy we inform you that your child has been identified within the band of lower attendance percentages.

A registration record is enclosed with this letter so that you can see this for yourself. Where unauthorised, please write to explain the reason for absence.

His/her attendance will be closely monitored for improvement. If Attendance falls below 85%, the Education Welfare Officer will become involved. (Schools must report to the Local Authority any child who has a t least 10 sessions of unauthorised absence in a given period (one term or two consecutive half terms).

If you are experiencing any problems and you feel school is able to help – please call into the school office to see Mrs Chesters.

Yours sincerely

Mrs Chesters