

Attendance Policy – Summary for Parents/Carers

Commitment to Attendance

The staff of St Cecilia's CofE Primary School are committed, in partnership with the parents/carers, pupils, governors, trustees of The Keys Academy Trust and the Local Authority, to provide an education of the highest standard for all our children.

Parents/Carers

Parents /Carers are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school. Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Pupils who are Persistently Absent (Under 90% attendance)

- Where a pupil has missed 10 or more days, the school will apply safeguarding strategies and make a Child Missing Education referral to notify the Local Authority
- Where a pupil has missed 20 or more days, the Local Authority will register the pupil as a Child Missing Education

Parents/Carers are also responsible for:

- ensuring that their children are punctual and know the importance of good attendance.
- instilling in their children an appreciation of the importance of attending school regularly.
- impressing upon their children the need to observe the school's code of conduct.
- informing the school on the first day of absence, by 9.30 am at the latest.
- providing the school with an explanation for the absence on the day of absence.
- informing the school of any changes to their contact details.
- providing full emergency contact details and expecting them to be used if no contact can be made during absences.
- taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.
- working in partnership with the school to resolve issues which may lead to non-attendance.
- avoiding arranging medical/dental appointments during school hours.
- not booking holidays during term-time.
- treating staff with respect
- actively supporting the work of the school

- calling on staff for help when they need it
- communicating as early as possible circumstances which may affect absence or require support
- proactively engaging with support offered

We expect that all pupils will:

- Attend school every day for the entire duration of the academic year unless there are good reasons for their absence;
- Arrive at school on time;
- Be appropriately prepared for the day; and
- Bring to the attention of their class teacher or an appropriate member of staff any issues that may affect their school attendance

Pupils Leaving During the School Day

Pupils are not allowed to leave the premises without prior permission from the school.

Parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time.

Absence

- Holidays during term time – changes to legislation which came into force in September 2013 made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If there are exceptional circumstances behind your request, you should discuss these with the Headteacher.
- Religious Observance – a maximum of 1 day's absence is allowed for recognised religious observance and only where the observance is recognised by the religious body.
- Medical, Dental or Hospital Appointments – please ensure these appointments take place out of school time in order not to disrupt your child's education.
- Absence due to bereavement will be assessed on an individual basis but is likely to be a maximum of 3 days absence.

Fixed Penalty Notices

The school refers cases that meet the Local Authority Penalty Notice code of conduct in relation to unauthorised absence. You must get permission from the Headteacher if you want to take your child out of school during term time. You can only do this if you make an application to the Headteacher in advance and there are exceptional circumstances.

Please be aware that unauthorised holiday absence of 5 days or more can now result in the issuing of a Penalty Notice which carries a fine of £80 or if not paid after 21 days, then the fine is doubled to £160 and court prosecution if unpaid after 28 days. Penalty Notices are served per parent, per child.

Changing Schools

It is important that if parents/carers decide to send their child to a different school that they inform the School Office of the name of the new school in writing as soon as possible.