



ST ANNE'S CHURCH OF ENGLAND V.A. PRIMARY SCHOOL

ATTENDANCE AND REGISTRATION POLICY

This policy should be taken and used as part of St Anne's Church of England School overall strategy and implemented within the context of our vision, instrument of governance, aims and values as a Church of England School. It is the intention of the Governors that St Anne's CofE VA Primary School will provide education within a Christian ethos to the local community; however this school welcomes opportunities to work within the local community with groups of other faiths and of no faith.

Rationale: This policy has been created to set out clear guidance for staff, pupils and their parents/carers relating to registration and attendance of pupils at St. Anne's School.

Education (Pupil registration) (England) Regulations 2006 has been amended (as of 1st September 2013) to prohibit the proprietor (Headteacher) 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. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be **unauthorised** and will lead to the issuing of a penalty notice. It is recommended that the application is received four weeks before the date of the request.

The School recognise that Gypsy Roma Traveller families have the right to travel for occupational purposes. We respect the right to travel. Parents/Carers must inform the school of their intention to travel through completion of the exceptional circumstances form. Ideally children should dual-register at another school whilst travelling and in order to keep their school place open parents/carers should inform the school of their intended date of return.

Exceptional circumstances

Are defined as:

- Forces Personnel on leave from a foreign posting
- **Exceptional significant** family events or circumstances – these will be considered on an individual basis with the Headteacher.

The Headteacher will consider every above request individually but the **following will not meet the criteria:**

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty Notices

Through section 444A and section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require **each parent** of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60.00 if paid within 21 days or £120.00 if paid within 28 days.

If families fail to pay the Penalty Notice, they will be automatically summonsed to appear in Court for an offence under Section 444(1) Education Act 1996 and can result in a criminal conviction.

Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000.

The governors have agreed that a penalty notice may be served after an unauthorised absence of ten sessions or more in one academic year.

The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The LEA failed to provide transport when required to do so
- The absences were due to religious observance
- There was permission from the school or there was an unavoidable cause

Attendance is recorded daily in the class registers by 8:55am @Hewish and 8.45am @West Wick and at 1.00pm at both campuses. Once the teacher has taken the register. It is also recorded on SIMS on a weekly basis. This information is collated by the school office who will report areas of concern to the Headteacher, and where necessary onwards to the schools Education Welfare Officer.

- If a child arrives at school after this time, they must come through the front door and sign in the late book for fire safety reasons and our records. Providing they arrive before registration closes the lateness will be authorised.
- If a child reports to the front office after this time it will be marked as a late absence. Children arriving after 9.15am will be classified as an unauthorised absence unless they have a pre-notified medical/dental appointment which the school has been made aware of by letter/telephone.
- It is the parent's responsibility to telephone/email the school before 9.15am to report an absence and give the reason for the absence.
If a child is absent after 9.30am and is not reported in the late book, and has no pre-notified medical/dental appointment, the School will attempt to contact the parent/carer by text/telephone on the first day of absence for an explanation.
- If contact is unsuccessful by telephone after three days a letter will be sent to the parent/carer asking for an explanation of the unauthorised non-attendance and an expected return to school date and we shall refer the matter to the most appropriate agency.
- If a child is late 5 or more times in a term, an initial letter will be sent home highlighting this issue to their parents/carers. If this persists a second letter will be sent in the next term. By Term Three parents/carers will be invited to an attendance clinic run by the school and the Education Welfare Officer (EWO). If the problem persists it will be referred to the EWO and a penalty fine may be issued.
- We advise parents that a child must not return to school for 48 hours after a period of sickness or diarrhoea.

- If a child returns to school after a period of unauthorised non-attendance where no explanation has been received by the parent/carer either in writing or by telephone a letter will be sent home asking for the required explanation.
- Where the School is not satisfied with a reason for absence, it will refer the matter to the Educational Welfare Officer. The Anti Social Behaviour Act 2003 has amended the Education Act 1996 creating a new sub-section 444(A). This allows for Penalty Notices to be issued as a way of dealing with some cases of poor/unauthorised absence.
- The school will send letters home to parent/carers of children whose attendance is less than 90% at the end of each term.
- The School will encourage good attendance in the following manner:
 - Termly certificates of attendance are awarded for all children achieving 100% over the term and yearly certificates for 100% attendance for the year;
 - Termly information re whole class percentage attendance will be celebrated during Celebration worship and via the school newsletter.
 - Information will be available to all families highlighting the importance of good attendance. This information will be displayed in the entrance to each campus
 - Attendance data will be reported on the end of year school report in line with national guidance.

Conclusion: This policy will allow St. Anne's CEVA Primary School to monitor and improve its attendance statistics and will be reviewed annually. We welcome input from staff, governors, pupils and their parents/carers as to its content for future improvement in the management of pupil attendance.