



## **Newham Bridge Primary School Attendance Policy and Procedures 2014/15**

At Newham Bridge Primary School we recognise the importance of good attendance and punctuality. These are key factors in ensuring your child achieves well during their time at school. Parents of school age children have a legal duty to ensure their children receive suitable education, by regular attendance at school. Parents have a legal responsibility for ensuring that their child attends regularly. All Children are expected to attend school every day unless they are too ill to do so. We ask all parents/carers to follow our Attendance Policy & Procedures:

### AIMS

1. To encourage regular attendance.
2. To identify cases of non-attendance.
3. To work with parents planning action in order to solve problems of non-attendance.

### ATTENDANCE PROCEDURES

1. Attendance is regularly monitored by the class teacher.
2. If a child is absent from school parents must notify the school by a phone call by 9.30am. Parents who do not notify the school will be contacted asking for the reason for absence. This will determine appropriate register coding.
3. If an acceptable reason for absence is not provided the absence will be classified as unauthorised.
4. Unauthorised absence may result in intervention from the Education Welfare Officer.
5. In the event of persistent non-attendance, and following a set period of intervention with our Education Welfare Officer, we will seek support from the Local Education Authority for statutory action in the form of warnings or a fixed penalty notice.

### FIXED PENALTY NOTICES

The Education Act 1996 clearly state: 'If any child of compulsory School age who is a registered pupil at a school, fails to attend regularly, the parents of the child shall be guilty of an offence.'

This may result in each parent or carer being issued with a £60 fixed penalty notice, if paid within 21 days, rising to £120 to be paid within 28 days.

The school will consider applying to the local authority for the issue of fixed penalty notices in the following circumstances:

- Overt truancy (including pupils caught on truancy sweeps).
- Parentally-condoned absences.
- Unauthorised Leave of Absence in term time. Newham Bridge Primary School Attendance Policy and Procedures 2014
- Excessive delayed return from extended holidays or authorised Leave of Absence without prior school agreement.
- Persistent late arrival at school (after the Register has closed).



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### LEAVE OF ABSENCE DURING TERM TIME

#### **Education (Pupil Registration) (England) Regulations 2006 Education (Pupil Registration) (England) (Amendment) Regulations 2013**

Amendments to the 2006 pupil registration regulations remove references to family holiday and extended leave as well as to the statutory threshold of ten school days (authorised at the discretion of the Head Teacher).

The amendments make clear that:

- Head Teachers **may not grant any leave of absence during term time** unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.
- Whilst leave of absence may be granted during term time, it is entirely at the Head Teacher's discretion and it is not a parental right.
- Parents should seek permission for a leave of absence during term time prior to the leave, fully explaining the reasons for each request. Each request should then be judged on a case by case basis by the Head Teacher.
- Leave must be agreed to before it begins: This is not an entitlement and leave taken in term time will adversely affect a child's attendance record.
- A parent requesting a leave of absence during term time should make the application in writing at least two weeks in advance.
- If leave is not granted, the reason for not authorising a request will be clearly stated, as well as the possible consequences of disregarding the refusal.
- All students who in exceptional circumstances are granted leave will be expected to make up the work lost.

The Head Teacher will NOT authorise absence in the following circumstances:

- Shopping
- Birthdays
- Looking after other family members
- Waiting in for Trades People
- Holidays
- Unapproved sporting events
- Continued lateness to school

### UNAUTHORISED ABSENCE

- Truancy which includes:
- Unexplained absence (no contact from parents/carer)
- An unacceptable reason for absence is provided



## **Newham Bridge Primary School Attendance Policy and Procedures 2014/15**

### ENCOURAGING REGULAR ATTENDANCE

1. Teachers will take every opportunity to encourage and praise regular attendance.
2. Certificates acknowledging good attendance will be presented termly during a celebration assembly. Overall class achievement will also be celebrated.

### LATENESS

1. Any Lateness will be recorded daily in the class attendance register.
2. Regular lateness will be monitored.
3. With any case of regular lateness a letter will be sent home.
4. Any further persistent lateness will be referred to the Education Welfare Officer.

### NURSERY

Although Nursery Education is not statutory, it is important that good attendance and punctuality habits are formed. Our Nursery places are filling up quickly each year and so it is important parents use their allocated places. Children with persistent unexplained absence may lose their Nursery place.

1. Attendance is regularly monitored by the nursery teacher.
2. If regular absence is not covered by a letter from home or a phone call, parents will be contacted asking the reason for absence.
3. If no satisfactory reason is forthcoming a letter will be sent to parents expressing the school's concern.
4. If the child continues to be absent parents will be informed that their child's place at nursery has been withdrawn.

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**Please detach and return this slip to your child's teacher, thank you**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I (Parent Name) \_\_\_\_\_ parent/guardian of the above named child, confirm understanding and receipt of the Newham Bridge Primary School Attendance Policy and Procedures 2014/15.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_