

Attendance Policy

Monitoring and review

Staff responsible	:	Headteachers
Committee responsible	:	Board of Trustees
Links	:	Safeguarding and Child Protection Policy;
Date approved	:	March 2018
Review date*	:	March 2020

*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and re-circulated.

The Boleyn Trust Board of Trustees has agreed to this Policy and, as such, it applies to all Schools within the Trust.

Rationale

Boleyn Trust Schools convey the importance for excellent attendance and punctuality to parents, pupils and teachers. Children quickly pick up the message that their education is important, and that their presence is essential. As part of the United Nations Convention on the Rights of the Child (UNCRC), it clearly states that every child has a right to an education. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the School to receive children formally from home and serve as an introduction to the session.

At the Boleyn Trust we recognise that statistically pupils whose attendance falls below 97% achieve significantly less well than their peers and for that reason emphasise the need for pupil attendance to be maximised. Children are expected to attend for the full time of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the School approves pupil absence e.g. absence due to sickness, religious observance, funerals);
- Unauthorised (where the School will not approve absence e.g. holidays during term time, taking children out of school without permission i.e. birthdays, parents or siblings attending medical appointments).

In line with our Safeguarding practices, our schools have a first day of absence calling policy to ensure we know our pupils whereabouts.

This policy applies to all pupils across the Trust, including children of non-statutory school age.

Policy Statement

If a child is absent, parents should call the School office by 9.30am on the first day of absence stating a reason. Parents must contact the School daily to update on the medical condition and the anticipated length of time of any continued absence. On the child's return to school, a note explaining the reason for the absence and/or medical evidence must be provided.

Pupil absence rates are carefully monitored. The School is keen to work with parents to increase the amount of time a child spends in school. In such cases, the Attendance Officer and/or the Education Welfare Officer (EWO) will invite parents in to discuss the reasons for the absences and consider possible solutions. Where there is little or no improvement, a penalty notice may be issued and/or court proceedings instigated.

Leave of absence during Term Time

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are absent, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which the School and parents must seek to avoid.

Under guidance given by the Department of Education, schools are not able to authorise family holidays during term time. School term dates are published a year in advance; therefore, the School does not see any reason for parents to take their child(ren) out of the School during term time.

Parents wishing to request leave of absence must:

- Request a copy of the Bolen Trust Attendance Policy and Request for Leave of Absence Form (**Annex 2**) from the School Office;
- Complete a Request for Leave of Absence Form.

Applications must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case.

In considering whether or not to authorise leave of absence, the School will consider each case individually. Parents will be notified in writing of the School's decision on exceptional leave.

Parents who take their child(ren) on a leave of absence without the School's permission could be issued with a Penalty Notice (a fine of up to £60). In cases where there is more than one pupil in the family, a Penalty Notice will be issued for each parent of each child.

Where leave of absence has been granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion. The regulations do not allow schools to give retrospective approval. If the leave of absence is not applied for in advance, the absence will be recorded as unauthorised.

Religious Observance

Boleyn Trust Schools will treat absence as authorised when it is due to religious observance. Following DfE guidance, the day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, School staff will seek advice from the parents' religious body about whether it has set the day apart for religious observance. The School will expect to be notified by parents in advance if their child(ren) will be absent for religious observance.

Interviews at other educational institutions

Following DfE guidance, Schools should be satisfied that the interview and/or test is linked to transfer to another educational institution. Absence should be limited to the time taken to complete the test and travel to and from the educational institution. Parents/carers will be asked to provide evidence of appointments in advance.

Lateness

Pupils who are consistently late disrupt not only their own education but also that of others. Please refer to your child(ren)'s School website for specific timings of the School day.

In cases of persistent lateness, the parent/carer(s) will be invited to meet with a member of the Senior Leadership Team, Attendance Officer or EWO to seek a resolution.

Absence for Medical Reasons

Parents must make every effort to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. The Attendance Officer may request medical evidence for longer periods of absence and for children who are absent for a week or longer.

Rewards

Children will be rewarded for consistently excellent attendance and most improved attendance. Rewards are given out in assemblies and the children are encouraged to achieve consistently good attendance.

What can parents do to help?

- Follow the Attendance policy guidelines for reporting absence.
- Send a note when your child returns to school after absence.
- Make non-emergency appointments outside school time.

If you are worried about your child's attendance at school what can you do?

- Talk to your child about concerns they may have about school; it may be something simple.
- Talk to the Attendance Officer, Class teacher or a member of the Senior Leadership Team at the Academy.
- You may contact the EWO, who will work with you and the Academy to resolve the situation (number available from the Academy Office).

Annex 1: Times of the School Day

To be displayed on each Schools website

At [name of school], the school day begins at ... a m and all pupils are expected to be settled and ready for registration at ... am. Pupils arriving after ... am are marked as late.

Any child arriving later than ... am is required to enter the building via the School Main Office. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register. The child will then be sent or escorted to their classroom.

The register will be closed at ... am (30 minutes after the register is taken). Pupils arriving after ... am but before the close of registration will be marked as late (L).

After ... am pupils will be marked with a (U) and recorded as absent for the AM session. Parents must give a reason for the AM absence or lateness.

Annex 2: Request for Leave of Absence Form

For a request for Leave of Absence in exceptional circumstances, please complete the form below.

If agreed, the period of absence will be considered as authorised absence. Any time taken out of school for a holiday will be deemed unauthorised absence and a Penalty Notice (PN) of £60 may be issued for each child and to each parent (£120 if not paid within 28 days).

Where leave of absence has been granted by the Headteacher, the pupil must return no later than the agreed date of return. Penalty Notices (one for each child and each parent) may be issued where children return to the School after the agreed date.

Name of Child:

Date of Birth:

Class:

Leave of absence requested from:

To:

Number of School Days Absence: days

Reason for the request:

Name of Parent/Carer:

Telephone Number:

Signature:

Date:

Office Use Only

Authorised

Unauthorised

Signed:

Annex 3: Letter Declining Leave

Dear

Thank you for your request for a Leave of Absence for [name of pupil(s)]. Having reviewed your request, I am unable to authorise your child(ren)'s absence.

As detailed in our Attendance Policy:

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which the School and parents must seek to avoid.

School term dates are published a year in advance; therefore, the School does not see any reason for parents to take their child(ren) out of the School during term time.

The Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.

Parents who take their child(ren) out on holiday without the School's permission will be referred to the EWO for consideration to issue a Penalty Notice. In cases where there is more than one pupil in the family, a Penalty Notice will be issued for each parent of each child.

Yours sincerely,

[name]
Headteacher