

**Attendance Policy 2023 – 2024**

Scotch Orchard Primary School

**Review Date: September 2024**

**Attendance Team**

Attendance is everyone’s responsibility, but key staff in school supporting this crucial area are:

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| Rhian Warrack | Head of School | Rwarrack@scotchorchard.staffs.sch.uk |
| Melanie Sturch  | Assistant Headteacher | M.sturch@scotchorchard.staffs.sch.uk |
| James Chapman | Assistant Headteacher | J.chapman@scotchorchard.staffs.sch.uk |
| Amy Lowe | Administration Assistant | Office@scotchorchard.staffs.sch.uk |

**Attendance Matters**

**Our Schools Attendance Target**

97%

**The Main Principles**

There is a direct link between academic attainment and attendance at school. Scotch Orchard Primary School is therefore committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. Students are set a target of achieving at least 97% attendance.

Parents/carers have a legal responsibility to ensure children of compulsory school age attend school regularly. Students should be at school, on time, every day the school is open, unless there is good reason or prior agreement is given from the school.

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| Attendance during one school year | Equates to the following number of days absent | Which is approximately this many weeks absent*100% = 39 weeks* | Which means the following number of lessons are missed |
| 90% | 19 days | 4 weeks | 100 lessons |
| 85% | 29 days | 6 weeks | 150 lessons |
| 80% | 38 days | 8 weeks | 200 lessons |

Schools are required to take a register twice a day (am and pm), and this shows whether a student is present, engaged in an approved off-site education activity, or absent. If a student of compulsory school age is absent, every half day absence from school must be classified by the school as either authorised or unauthorised. The decision lies with the school as to whether the absence will be authorised. For this reason, information about the cause of each absence is always required.

**Absence**

Absence can only be authorised by the Head of School, within the boundaries set by The Education (Pupil Registration) (England) Regulations 2006*.*

**Headteachers/Heads of School are unable to authorise leave during term time except where the circumstances are exceptional.**

Please do remember that parental/carer illness, going shopping, visiting family, truancy, alleged bullying (speak to school immediately to resolve issues), family holidays are not acceptable reasons for absence. All of these will be recorded as unauthorised absence.

Arriving after registration has closed will also result in an authorised absence being recorded.

Family emergencies need careful consideration. It is not always appropriate or in the child’s best interests to miss school for such emergencies which are being dealt with by adults. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

**It is a parents legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.**

**Reporting Absence**

If your child is going to be absent from school, it is important that the school is made aware.

**Reporting Same Day Illness**

If your child is absent from school, the parent/carer must telephone the absence line ( 01543 227400, option 1) to explain the cause. We ask that you do this daily unless there is an illness or condition requiring a set isolation period such as sickness/diarrhoea which requires your child to remain at home for 48 hours following their last bout of illness.

If no contact is made by 9.30am, please be aware that school will do all it can to ensure your child is safe and well. Initially, if we do not hear a reason for the absence, a call will be made from the school office in order to check the well-being of you and your child. Failure to respond to the telephone call or if the absence is not for a legitimate reason, will result in the absence being recorded as an unauthorised absence (O).

If school cannot make contact with the parent/carer by 11am, we may conduct a ‘safe and well-being’ check by visiting the home address, or may contact the Education Welfare Officer (EWO) who may also carry out a home visit.

**Reporting Future Absence for Appointments**

All appointments, such as dentist and doctors, should be made for outside of school hours where possible.

Where it is necessary to attend an appointment during the school day parents/carers should telephone the school office (01543 227400), speak to the school office in person or email office@scotchorchard.staffs.sch.uk

Students are expected to attend on the day of an appointment for as much of the day as possible.

For the absence to be authorised, evidence of the appointment must be given to school by way of an appointment card or letter.

**Requesting Leave in Term Time**

Parents/carers should not take students out of education for holidays or other extended leave during term time. This leave will only be authorised in exceptional circumstances.

Any request needs to be made in writing giving as much notice as possible, 4 weeks as a minimum.

*Please see Appendix 1 for our Leave of Absence form.*

**Religious Observance**

We recognise that students of certain faiths may need to participate in religious observance when the day falls in term time. The school will issue a day authorised absence in these cases.

We ask that parents/carers notify the academy in writing in advance where a days religious observance is required. Please email: rwarrack@scotchorchard.staffs.sch.uk with this request.

**Children Missing in Education (CME)**

As a school, we are concerned about any child who may be missing education because in addition to their educational development, their safety and wellbeing may be at risk.

The Education Welfare team works with schools in support of children who are absent from school and their whereabouts unknown, This might be:

* A child who is not at their last known address and
* Has 10 or more days of continuous absence without explanation, or
* Has left school suddenly and their destination is unknown.

**Registration and Punctuality**

For safeguarding purposes, a register is taken at the start of the school day and at the start of the afternoon session. These two registers make up a students overall attendance percentage.

**Morning and Afternoon Registration:**

Morning arrival is at 8:45am for all year groups. The morning register **closes at 9:00am.**

The afternoon register is at 1:00pm for Years Reception – Year 6, and at 12:15pm for Nursery children.

**Lateness**

Any child who arrives up to 15 minutes after their arrival time (see above) will have their attendance recorded with a late mark (L). Parents/carers will be expected to enter via the school office and sign their child into school using the electronic system. Any child who arrives after 9:30am will be recorded as unauthorised absence (U).

**Monitoring Attendance**

Attendance and lateness will be monitored on a regular basis and the following actions show the actions that will be taken to support students’ attendance.

At all stages we want to work **with** parents/carers to support their child’s attendance. The stages of support work as a guide only and different methods of support may be more suitable for some students.

**Stage 1:** If attendance levels fall below 95%, a message via My Child at School (MCAS) will be sent to parents highlighting this concern.

**Stage 2:** If attendance levels fall below 90%, or lateness is frequent, a letter will be sent to parents highlighting this concern. A meeting will also be arranged between the Leadership Team and the parents to discuss the if there is anything more we can do to support the child and/or their family.

**Stage 3**: If attendance continues to fall, a referral will be made to the Education Welfare Officer (EWO), who will contact parents to investigate and resolve the matter.

**Relevant Links**

Please see below for further information and the Staffordshire Code of Conduct:

[**https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx**](https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx)

**APPENDIX 1 – Leave of Absence Form**

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| **Full name of child/children** 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group\_\_\_\_\_\_\_\_

**Leave Request Dates:****From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Number of school days: \_\_\_\_\_\_****Reason for leave: (please tick)*** **Medical**
* **Exceptional Circumstances**

**Please provide more information*** **I request to take my child/children out of school on the dates and for the reasons stated above.**
* **I understand that the absence of my child/children will reflect in their overall attendance record.**
* **I understand that the Headteacher has the discretionary power to refuse requests if my child already has a poor record of attendance or if National Tests are taking place at the time of the absence.**

**Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child’s regular attendance at school; if that absence is not authorised by the school at which the child is registered.** **Signature of person with Parental Responsibility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Office use only** Headteacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Attendance % Reply sent Yes/No Code for MIS \_\_\_\_\_\_\_\_\_\_ Entered on MIS Yes/No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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