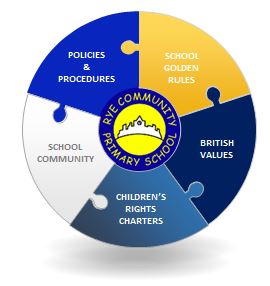
|  |
| --- |
| Attendance policy |
|  |
|  |

|  |  |
| --- | --- |
| **ACADEMIC YEAR:** | **2018/ 2019** |
| **Headteacher:** | **Kelly Martin** |



**TABLE OF CONTENTS**

[1. Parties involved 3](#_Toc471994315)

[2. Introduction 3](#_Toc471994316)

[3. Aim 4](#_Toc471994317)

[4. Equality Impact Statement 4](#_Toc471994318)

[4.1 Children’s Rights Charters 5](#_Toc471994319)

[5. Attendance Guidelines 5](#_Toc471994320)

[5.1 Term Times and Inset Days 5](#_Toc471994321)

[6. Authorised and Unauthorised Absence 6](#_Toc471994322)

[6.1 Authorised Absence 6](#_Toc471994323)

[6.2 Unauthorised Absence 6](#_Toc471994324)

[7. Reasons for Absence/ Reporting 6](#_Toc471994325)

[8. Punctuality 6](#_Toc471994326)

[9. Holidays 7](#_Toc471994327)

[10. Medical Appointments 7](#_Toc471994328)

[11. Targets 7](#_Toc471994329)

[12. Records and Information 8](#_Toc471994330)

[13. Formal Absence Procedures 8](#_Toc471994331)

[14. Rewards and Recognition Initiatives 9](#_Toc471994332)

Revision Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev | Date | Section | Page | Reason |
| 1 | 6/11/18 | 5.1 | 5 of 9 | Change to this years term dates and inset days |
| 2 | 6/11/18 | 9 | 7 of 9 | Addition of Attendance Agreement when children taking holiday in term time. |
| 3 | 6/11/18 | 13 | 8 of 9 | Addition of Attendance Agreement to Formal Absence Procedures |
| 4 | 6/11/18 | 14 | 9 of 9 | Change to Attendance reward |

|  |  |  |
| --- | --- | --- |
| Doc  Number | Other Related School Policies | Document Type |
|  | Admissions Policy | Rye Primary School Policy |
|  | Attendance Policy (This Document) | Rye Primary School Policy |
|  | Charging & Remissions Policy | Rye Primary School Policy |
|  | Children with Medical Conditions Policy | Rye Academy Trust Policy |
|  | Complaints Policy | Rye Academy Trust Policy |
|  | Equal Opportunities Policy | Rye Academy Trust Policy |
|  | Health & Safety Policy | Rye Academy Trust Policy |
|  | Keeping Children Safe in Education Guideline | Department of Education |
|  | Positive Behavior Policy | Rye Primary School Policy |
|  | Preventing Extremism and Radicalization Safeguarding Policy | Rye Academy Trust Policy |
|  | Safer Recruitment Policy | Rye Academy Trust Policy |
|  | Safeguarding and Child Protection Policy | Rye Academy Trust Policy |
|  | Teaching and Learning Policy | Rye Primary School Policy |

# Parties involved

Rye Primary School and Pugwash Nursery sit under the Rye Academy Trust (RAT) umbrella. In some cases, policies and procedures will cover the entire Academy Trust. More specific requirements will be detailed within Rye Primary Policies.

**Rye Academy Trust**

The grove

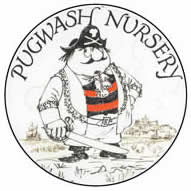
Rye

East Sussex

TN31 7NQ

(01797) 222545 (393)





**Rye Community Primary School**

The Grove

Rye

East Sussex

TN31 7ND

01797 222825

Email:

office@ryeprimary.co.uk

**Pugwash Nursery**

Love Lane

Rye

East Sussex

TN31 7NQ

01797 222009

pugwash@ryeprimary.co.uk



# Introduction

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to make the most of the educational opportunities available to them. Valuable learning time is lost when children are absent or late

Rye Primary School takes the responsibility to monitor and promote the regular attendance of all pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child’s ability to develop both academically and socially.

# Aim

This policy aims to reflect the vision and targets of Rye Community Primary School and

Pugwash Nursery by:

* Providing clear procedures and guidelines to ensure that all parties involved in the practicalities of school attendance are aware and informed.
* Encouraging the entire school community to take responsibility; including staff, parents and children to raise awareness on the importance of good attendance and punctuality.
* Promoting opportunities to celebrate and reward children.
* Maximising the learning experience in order that all children reach their full potential.

# Equality Impact Statement

All children of school age have the right to a full-time education, regardless of age, aptitude, race, gender, disability, ethnicity, religion or cultural beliefs.

As a recognised UNICEF Rights Respecting School, we at Rye Primary work with Children’s Rights Charters and British Values. These are also underpinned by our schools Golden Rules.

Promoting our vision and these values supports our goal of improving the attainment and progress of all pupils regardless of their circumstances and backgrounds.

Ensuring each child is present and punctual will provide opportunity for learning and development, a chance to become the best they can be!

Overview of Core British Values & School Golden Rules:



## Children’s Rights Charters

As a Rights Respecting School the Children’s Leadership Team and the wider school community have chosen to work with 6 specific Children’s Rights Charters, 3 of which can be linked directly to this policy:



# Attendance Guidelines

Children should attend school, on time, every day during specified term dates, unless the

reason for the absence is unavoidable.

## Term Times and Inset Days

|  |  |  |
| --- | --- | --- |
| **Term** | **Term Start Date** | **Term End Date** |
| Term 1 | Tuesday 4th September 2018 | Friday 19th October 2018 |
| Term 2 | Monday 29th October 2018 | Wednesday 19th December 2018 |
| Term 3 | Tuesday 8th January 2019 | Friday 15th February 2019 |
| Term 4 | Monday 25th February 2019 | Friday 5th April 2019 |
| Term 5 | Wednesday 24th April 2019 | Friday 24th May 2019 |
| Term 6 | Monday 3rd June 2019 | Friday 24th July 2019 |

**2017-18 School Inset Days - School closed to Children:**

Monday 3rd September 2018

Monday 1st October 2018

Monday 7th January 2019

Tuesday 23rd April 2019

Thursday 25th July 2019

Bank holiday Monday 6th May 2018- school closed

Permitting absence from school without a good reason is an offence by the parent. Children are sometimes reluctant to attend school, any problems with regular attendance is best resolved between the school, the parents and the child. If a child is reluctant to attend, covering up their absence or giving in to pressure to excuse them will give the impression that attendance does not matter and may make things worse.

# Authorised and Unauthorised Absence

Every half-day of absence must be classified by the school, (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. Therefore, information about the cause of each absence is always required, preferably in writing.

## Authorised Absence

Authorised absences are mornings or afternoons away from school for a reason such as:

* Genuine illness
* Medical appointment
* A religious observance
* The absence was agreed with the Head Teacher in advance
* The pupil could not attend due to an unavoidable circumstance

## Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given. This includes:

* Parents keeping children off school unnecessarily
* Truancy before or during the school day
* Absences which have never been properly explained
* Children who arrive at school after the close of the regiater
* Taking holidays that have not been agreed by the school in advance.

# Reasons for Absence/ Reporting

If a child will be absent from school, **it is the Parent/ carers responsibility to**:

* Contact the school before 8.30am on the first day of absence, either via the 24 hour absence line on **01797 222825** or visit our website **www.ryeprimary.co.uk** and follow the link for absence reporting.
* Leave your child’s name, registration group and reason for absence.
* Keep the school informed If your child is absent for more than one day. You will need to update us daily regarding your child’s absence.

What parents should do if they are concerned about their child’s attendance:

* Talk to their child to find out what the problem may be.
* Talk to their child’s teacher, the school’s Attendance Officer, Reception staff or the Head teacher.

# Punctuality

Please ensure your Child arrives punctually at school every day. School is open at 8.30am and children need to be in school no later than 8.45am, children arriving after 8.45am will be issued with a ‘Late card’. A warning will be issued to children arriving continually late. Children arriving after 9am (close of register) will be marked as unauthorised for that session.

# Holidays

Holidays taken during school time must be requested prior to any leave taken.

Please note that a request for term-time holiday is NOT a parental right. Leave may be granted in exceptional circumstances but arrangements should not be made without the school’s agreement in advance. Taking leave without permission is ‘unauthorised’ absence and can be subject to a penalty Notice fine or other legal proceedings by the Local Authority.

Parents taking children out of school during term time may be invited to a meeting with the Headteacher or the school attendance officer. If children become a persistent absentee due to a holiday taken in term time, they will be placed on an attendance agreement.

# Medical Appointments

Where possible make appointments out of school time, when appointments are made during the school day please notify the school office in advance in writing or bring the appointment card or letter regarding any appointment to the school office to enable the school to take a copy.

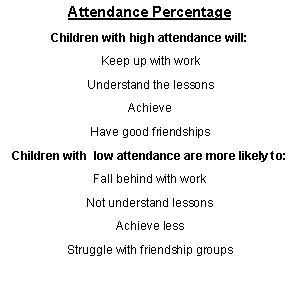
A ‘present’ mark may still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time, rather than missing the whole day.

Further Information detailing different types of illness and whether or not your child should attend school is detailed within the hand-out: **Attendance: A Guide for Parents & Carers.**

# Targets

The school has a legal duty to publish its absence figures to parents and to promote attendance. Recorded unauthorised attendance and late marks are written on the child’s end of year annual report. Class percentages and class late marks will be recorded in the school newsletter, on the school website and notice boards inside and outside of school. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

The diagram below highlights target attendance in percentage terms and highlights both positive and negative outcomes related to good or insufficient attendance:



The school has a special responsibility to reduce the number of children whose

attendance is below 90% over the school year. This adds up to missing almost half a term.

# Records and Information

Class registers are important legal documents that will be used to record attendance, punctuality and absence. Statistics relating to your child’s attendance percentage will be collated from these registers. General information relating to overall class performance will be published in relevant newsletters and discussed in assembly. We take great care and effort to discuss individual attendance issues with parents and caregivers – individuals will not be named in assembly or school newsletters.

# Formal Absence Procedures

Children whose attendance is below 90% are regarded by the Government as being ‘persistently absent’ from school and so there is a greater emphasis on improving their attendance as a priority.

If your child’s attendance is unsatisfactory (below 90%) you are at risk of a referral to the Local Authority and may be liable for court prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If a child is continuously absent or late the school may invite parents to a meeting. If difficulties cannot be resolved in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service from the Local Authority. The Practitioner will also try to resolve the situation by agreement however, if efforts of trying to improve the child’s attendance have failed, these Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months’ imprisonment.

Parents of children whose attendance is becoming a concern will be invited to a meeting at school with the Headteacher or the school attendance officer. At the meeting help strategies will be discussed and an Attendance Agreement will be put in place, the Attendance Agreement will run for 10 school weeks and during this time any absence will only be authorised if medical evidence is provided. If 10 sessions of unauthorised absence are accrued during the 10 school weeks then the local authority may issue a penalty notice.

**PLEASE NOTE**: In order to prevent children from becoming Missing from Education, the school is legally required to notify the local authority of all children removed from our registers outside normal transition times, whatever the reason. Parents are requested to provide the school with all the necessary information about future addresses, new schools etc. Any information the school holds will be passed to the relevant local authorities as required.

# Rewards and Recognition Initiatives

Children are made aware each week in assembly of the importance of excellent attendance, this is consistently celebrated and rewarded in the following ways:



* The Punctuality Penguin Award, this is awarded to classes with no late marks for the whole week

.

* Attendance Trophy, this is awarded each week in assembly to the class with the highest attendance percentage, they also receive £5 from the PTA, the class in 2nd place will receive £5 and 3rd place will receive £2, any other classes achieving 70% and above (the school attendance target) will also receive £1. This will be added to the class fund each week to spend at the end of the school year.
* Certificates are awarded termly and yearly to children achieving 100% attendance.
* Children with 100% attendance are entered into a draw to win a prize, which has been donated by a local business. Children who would have had 100% attendance if it was not for a hospital appointment, Orthodontist appointment or an ongoing health condition will also be entered into the draw, and receive a certificate for excellent attendance.