

Attendance Policy

General principles

Good attendance means that children usually make good, consistent progress in their school work.

Woodhouses Voluntary Primary School expects good attendance from its pupils, in order for them to make the most of the opportunities that the school has to offer. We rely on our partnership with parents to ensure that this is achieved.

We would ask parents to help the school by notifying us of all absences on the first day if possible, and always to ensure that any absence is covered by a note on your child's return to school. Any absence which is known in advance should be notified to the school in writing beforehand. The Governors have adopted the LA guidance for requests for all absences during term time. Requests should be made six weeks in advance by letter addressed to the Head Teacher.

Our children are praised for good attendance, we give termly certificates for children who have achieved 100% attendance.

The school day

The school gates open at 8.45am and our school day starts at 8.50am. Registers are marked shortly after this. Pupils who are not present for registration will be marked as absent initially. If they arrive before 9.30 am. this will be changed to present but late. Any pupil arriving after 10.00am will receive an absence mark in the register. All lates and absences require an explanation and will need a letter as confirmation.

Authorised and unauthorised absence

The law requires that all schools must show the difference between authorised and unauthorised absence.

Authorised absence can be:

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance

Parents are informed that if their child has been vomiting, or has had diarrhoea, they should not be in school for 48 hours after the last incident. This is advice from the NHS and prevents widespread illness for pupils and staff.

Unauthorised absence:

Holidays will not be authorised during term time under the new government guidance. From 1 September 2013, the new law gives no entitlement to parents to take their child on holiday in term time. The Head teacher may not grant any holidays or other absences during term time unless there are exceptional circumstances.

As a general guide any activity, holiday or event that can be arranged during the annual 13 week holiday time will not be authorised. Exceptional circumstances include serious illness or bereavement of a close family relative. The fact that a holiday is cheaper during term time does not constitute an exceptional circumstance. The Head teacher will make the final decision. If leave is granted the Head Teacher will determine the number of school days a child can be away from school.

All days taken without consent will be classed as unauthorised and a penalty notice may be issued from the 5th day/10 sessions. If a child has 5 days/10 sessions of unauthorised absence within an academic year, a warning letter will be issued and any further days taken may result in a penalty notice.

From 1 September these Penalty Notices cost £60 per child per parent if paid within 21 days and £120 per child per parent if paid between 22 and 28 days.

If school suspects that the family have gone on holiday and have informed school that the child is ill they will need to provide medical evidence when the child returns to school. If they cannot provide evidence, the case will be passed to the Local Authority.

A penalty fine may be issued for holidays taken without a warning letter.

If a family has been fined once in an academic year and they continue to accrue unauthorised absences in the same year it **could** result in prosecution under Section 444 of The Education Act.

Monitoring attendance

- Attendance information is compiled and stored on the school data base by School administrative staff.
- Attendance information is regularly monitored by the Headteacher.
- Concerns will be brought to the attention of parents and in the case of serious concerns the LA Education Attendance Service Officer will be notified.

Please remember

- Ring the school if at all possible on the first day of absence.
- Always send a written note of absence on a child's return to school.

Policy updated by R.Bentham

Passed by Full Governing Body October 2016

If you would have any further queries you can contact The Education Attendance Service on 0161 770 6620