



# SKEGBY JUNIOR ACADEMY

## **Attendance Policy**

<b>REVIEW PROCESS</b>	
FIRST WRITTEN	January 2019
REVIEWED	January 2020 January 2021 (Next review Jan 2022)

## **VISION**

***We strive to provide an inspiring education, in a happy, safe and secure environment where all children can achieve their full potential, in order to succeed in our ever changing world.***

## **Aims:**

It is recognised that

- All pupils of statutory school age have an equal right to access an education at Skegby Junior Academy that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents/carers to ensure attendance at school as required by law.
- Many pupils and their parents/carers may need support at some stage to meet their attendance obligations and responsibilities.
- Some situations are beyond the control of the pupil and their parents/carers and may need the support of external agencies to resolve them.
- All to achieve their full potential. Good attendance enables children to work towards making good, consistent progress in their learning. In order for this to happen, children must attend regularly.

## **Objectives**

- Meet 96%+ attendance target
- Enforce a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers

## **Academy Responsibilities**

- Communicate clearly the attendance procedure and expectations of the Academy
- Maintain thorough attendance data
- Carry out clear registration practices
- Follow up absences and lateness if parents /carers have not communicated with the Academy - first-day absence phone call initially
- Inform parents /carers of what constitutes authorised and unauthorised absences
- Maintain systematic tracking of daily attendance/lateness
- Report to Targeted Support where attendance requires involvement with a child
- Communicate with all shareholders; Parents, Greenwood Academies Trust, Local Authority, and Government about attendance
- Consistently administer agreed attendance procedure
- To enforce Government guidelines regarding authorisation of holidays within term time and the implementation of fines
- Implement a series of rewards for good attendance

## **Parent Responsibilities**

- Ensure children are in their class line on the playground by 8.45am, prepared for the day
- Inform school on the first day of any absence by 9am
- Clearly communicate with the academy about why a child has been absent – via letter, phone call or conversation with staff
- Comply with the Academy attendance procedures and Government guidelines regarding holidays (avoid taking holidays in term time)

- Work with the Academy, Targeted Support and other services where appropriate, to improve lateness and attendance to meet Academy expectation

### **Pupil Responsibilities**

- Attend the Academy regularly
- Arrive on time and fully prepared for the day
- Tell a member of staff about any problems or reasons that may prevent them from attending the Academy or arriving on time

### **Promoting Attendance**

At Skegby Junior Academy we provide a caring, safe, stimulating environment to encourage children to want to attend school. Through assemblies and moral education, a positive attitude to school is developed. Each class' attendance percentage is announced in the hall during Golden Assembly on Fridays. As an incentive, children track their class' weekly attendance and can achieve an extra treat for repeated good attendance as a group. Certificates and rewards at the end of each term and the end of the school year take place for children with 100% attendance.

### **Registers**

Under the Education Regulations 1995, Skegby Junior Academy is responsible for the upkeep of an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. The register will also indicate whether the child has an authorised or unauthorised absence.

Children arriving after 8:45am will be marked in the register as L – Late (before registers closed). Those arriving after 9:15am will be marked U – Late (after registers closed), unless proof of the absence can be provided, i.e. medical appointment. If evidence is provided, the absence will be marked with the appropriate authorised code where necessary.

### **Definitions**

Authorised Absence:

- An absence is classified as authorised when a child has been away from the Academy for a legitimate reason and the Academy has received notification from the parent or guardian.
- Only the Academy can authorise the absence. Parents do not have this authority. Consequently, not all absences supported by the parents will be classified as authorised eg: if a child is taken out of learning to go shopping.

### **Reasons for absence**

Parents are informed by the website, school newsletter; prospectus, parent's meetings and personal contact that they need to inform the Academy office by 9am in the morning of any reason for their child's absence. If a note is sent in or a telephone message is taken, the reason for the absence is noted on the electronic register for that particular child for that particular session. The appropriate mark is put in the attendance register and the class teacher is notified.

## **Information from Local Authority**

The Local Authority have provided us with the following information, which is communicated to parents when they apply for a period of absence, i.e. holiday.

*An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) may lead to you being issued with a penalty notice fine which if paid within*

*21 days is £60*

*28 days is £120*

*It is important to note the actual fine is £120. It is reduced to £60 for payment within 21 days and not doubled as some people may believe to be the case.*

*Where a fine remains unpaid the matter may be enforced at the Magistrates Court. The maximum fine for this offence is £1000 per parent, per child.*

*The local Authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement may be dealt with directly by the court.*

## **Monitoring Attendance**

The following steps are how attendance is monitored at Skegby Junior Academy:

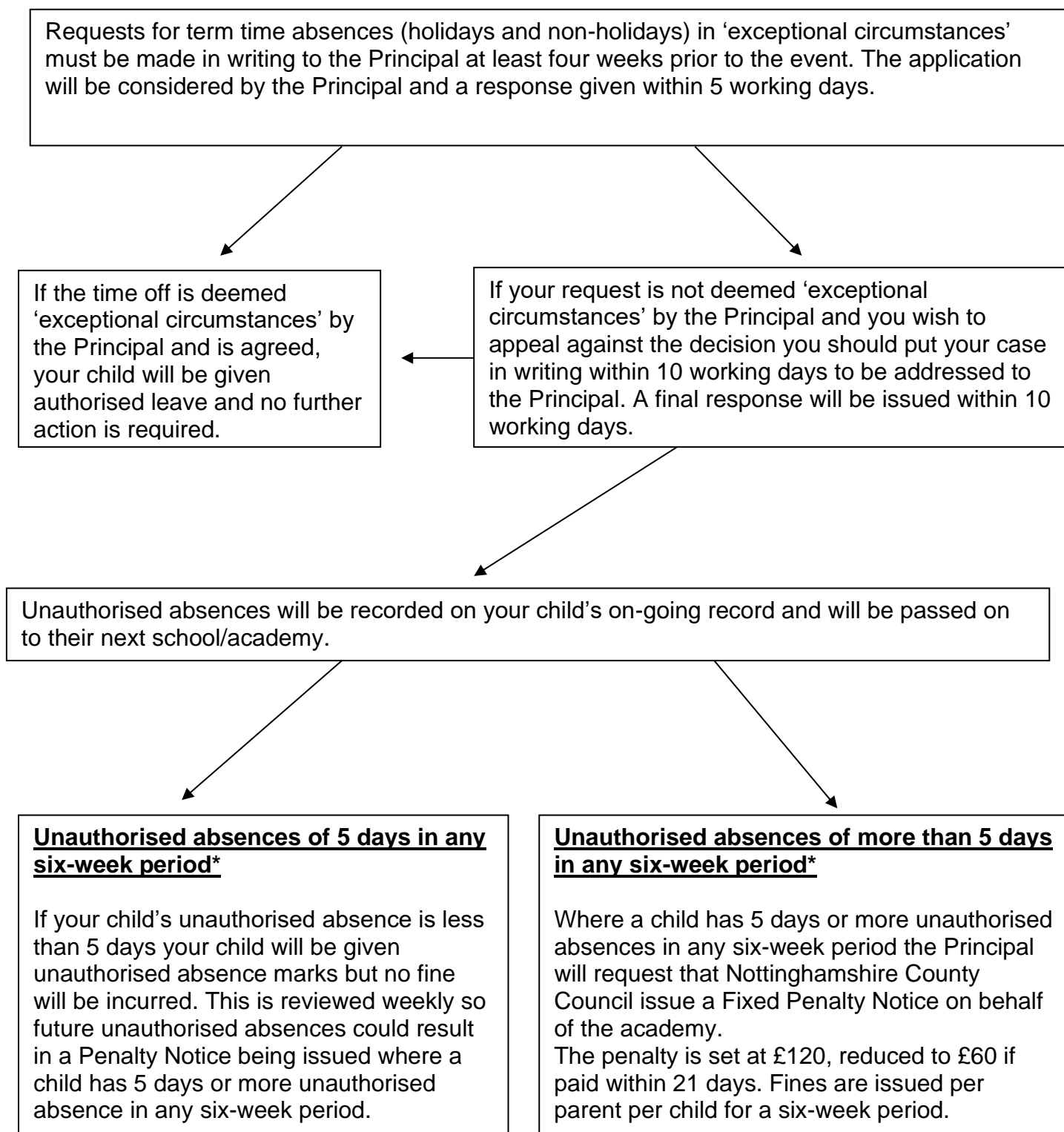
- A record of absence is kept on the computer system. This details the child's class, year group, late minutes, contact with parents/carers and year to date, termly and weekly attendance percentage figures.
- On the first day of absence, if there has been no correspondence from parents by 9am, the office staff will telephone the parents/carers to find out the reason for the absence.
- The Principal reviews the levels of authorised absence and unauthorised absences weekly.
- If a parent wishes to take their child out of school for a holiday, then it needs to be in 'exceptional circumstances' and they need to write to the Principal explaining those circumstances. They may be invited to come and talk about this so that they get a chance to state their reasons. We cannot authorise holidays that are not 'exceptional circumstances'. If a request for an authorised holiday is declined and the parent chooses to still take the child out of school, an unauthorised mark will be given in the register and a fine may be implemented. If the holiday results in 5 days unauthorised absence in a 6 week rolling period, the parent's/carer's details will be passed to the local authority for them to issue a fixed penalty notice.
- Children who have attendance below 90% are classed as persistently absent and are unlikely to have any absence authorised without provision of appropriate medical evidence to support why that child is absent.
- Pupils who have an attendance of less than 90% are sent a letter with details of their child's absences and notification of a monitoring period. During the monitoring period, parents or carers will trigger a fixed penalty notice if they accrue 5 days of unauthorised attendance.
- The following processes allow us to consistently monitor attendance and particularly target children attending below 90% of their learning time:

Monitoring of attendance below 90% due to illness  
Lates notifications  
Improved attendance on the previous term  
Individual letters – personalised as appropriate.

## **Punctuality**

- The Academy actively discourages late arrivals by challenging pupils who are persistently late or arrive late without a reasonable explanation.
- The Academy day begins at 8.45am and registers close in line with national guidance at 9.15am. Afternoon registers are taken at 1pm.
- When a pupil arrives late but during the period when the register is open, they will be marked present, late before registers close.
- Pupils who arrive late may be asked to stay in at breaks to catch up on the work they have missed; this will certainly be the case if they are persistently late.
- Lateness is monitored on a daily basis and letters are sent to parents/carers of children who need to improve their punctuality. Improvements in punctuality are recognised in a letter to parents/carers.
- The importance of punctuality is highlighted weekly in assembly and the most punctual class wins the weekly trophy.

### Term Time Absence Flow Chart



\* A six week rolling period is defined as a six-week period of time from any given date.

\* Unauthorised absences are absences not agreed by the Principal. Illness/medical absences are usually agreed absences but we may require a doctor's note or appointment card as proof.



## WITHDRAWAL FROM LEARNING FORM

On the reverse is an application form for you to request permission to withdraw your child from learning. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time.
- 96% attendance is seen as satisfactory but a two-week holiday will stop a child from achieving this and significantly disrupt their learning.
- From September 1st 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Principal **may not** authorise leave of absence during term time unless there are exceptional circumstances.
- If you wish to withdraw your child from learning for any reason during term time, you must inform the Academy in writing using the attached form. Permission for an authorised leave of absence remains at the discretion of the Principal.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence, the Principal will take these and other factors into account.
- If the Principal refuses your application and you still take your child out of education, then the absences will be treated as unauthorised. Unauthorised absences may lead to a Fixed Penalty Notice or a Summons being issued against you for irregular school attendance.

The form overleaf should be returned to your child's school as far in advance of the proposed withdrawal from learning as possible, prior to booking.

Please see our website for our full attendance policy, or ask at the Office for a copy.

**APPLICATION BY PARENT/CARER FOR WITHDRAWAL FROM LEARNING DURING TERM TIME**

- Children with poor school attendance are monitored closely.
- Persistent lateness or absence from school will result in parents/carers being required to engage with our Attendance Policy to improve this quickly.

Pupil Name ..... Class Name .....

Home Address .....

..... Post Code.....

I wish to apply to withdraw my child from learning during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Could you please explain the circumstances that make it necessary to withdraw your child from learning during term time?.....

.....  
.....  
.....  
.....

I make this application for my child (named above) to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Fixed Penalty Notice or a Summons for irregular school attendance.

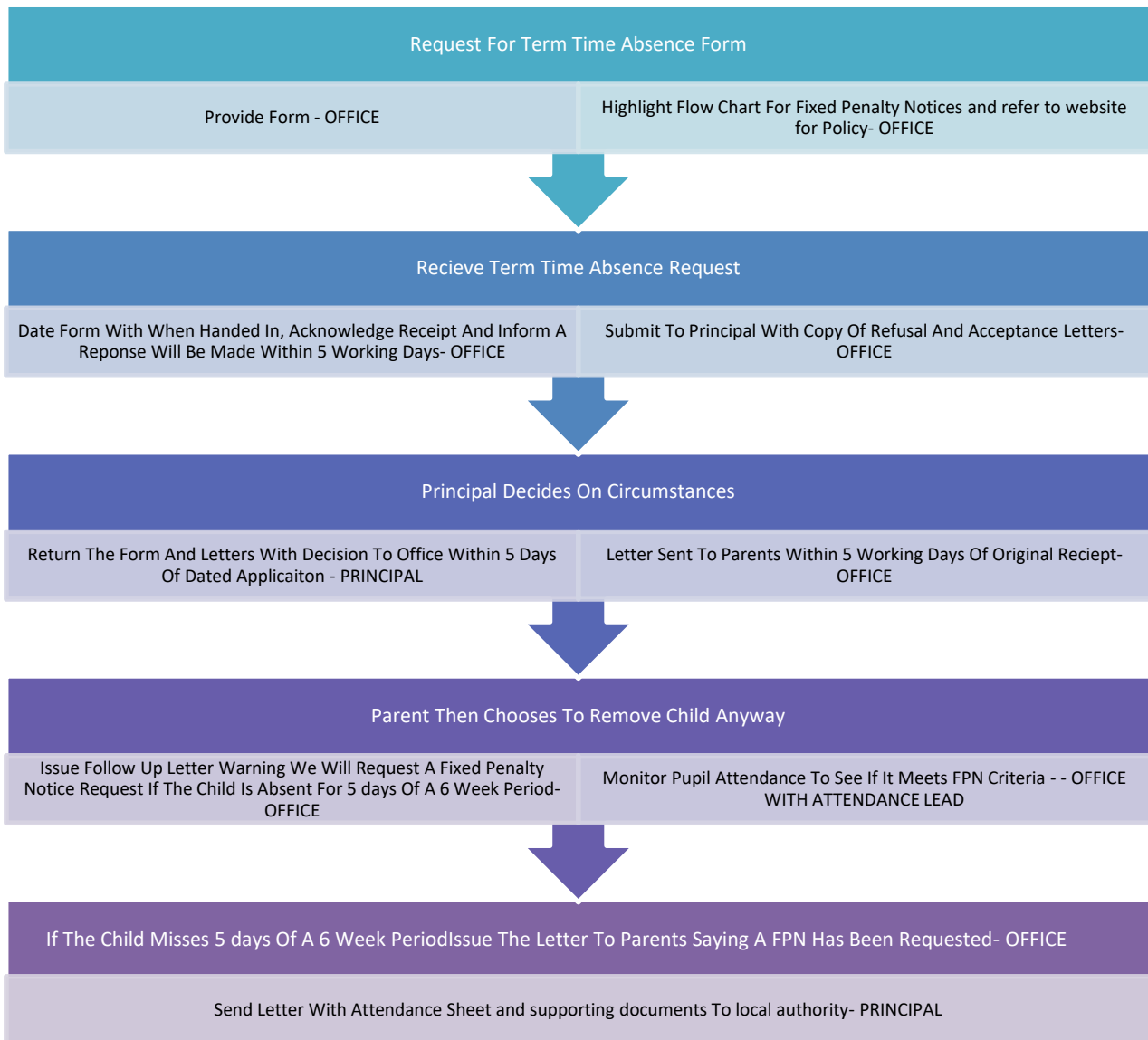
Name of Parent/Carer making application .....

Signed ..... Date of application .....

**PLEASE RETURN TO MRS MARPLES GIVING AT LEAST 4 WEEKS' NOTICE OF THE INTENDED ABSENCE.**



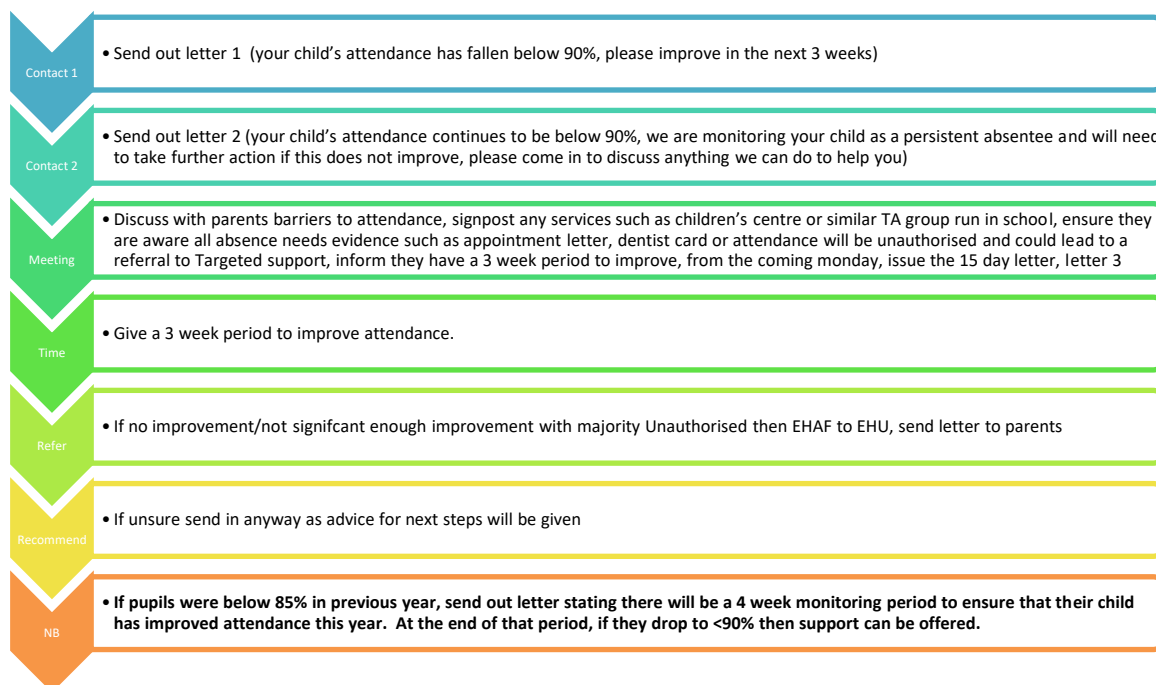
**Fixed Penalty Notice For Holiday Absence During Term Time**



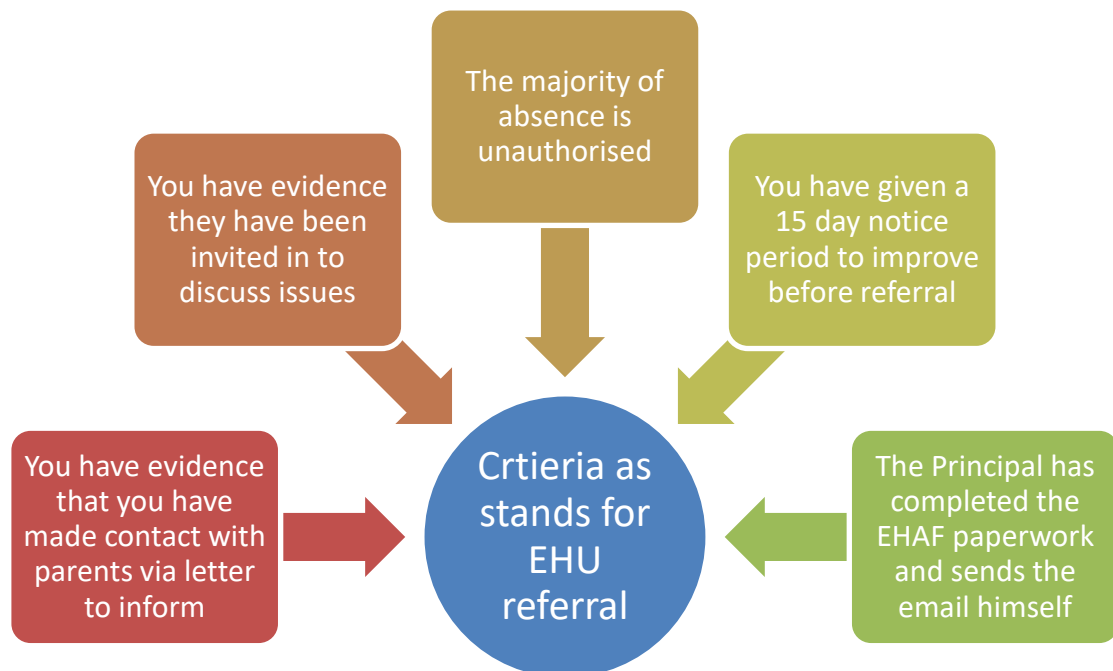
Appendix 4

**Flow chart for action for Pupils Dropping below 90%**

*All pupils with attendance between 90-96% at the end of the first 4 weeks of September receive a letter to remind them of importance and school target.*



**Criteria for EHAF to EHU**



# Attendance Matters Poster



## ATTENDANCE MATTERS AT SKEGBY JUNIOR ACADEMY (UPDATED FOR SEPTEMBER 2018)



**What we expect:**

- Good attendance=95% or better which means a child has 9 days absence or less over the year
- Outstanding attendance=100%

**Why?**

- Better life chances for your child
- Children take part in exciting learning activities
- Children should reach their potential
- Children make less progress when their attendance is not good.

**Did you know?:**

- Children with an attendance of below 90% are classed as persistently absent. These children will receive ~~less~~ **Golden** time compared to other children.
- These children get a warning. If they then have **5 days** or more absent in 6 weeks their details will be passed to the LA for a fixed penalty fine of £120
- A child will receive an unauthorised absence if they are late and miss the register.

**Holidays in term time**

- Very few are authorised. Only those that are classed as exceptional circumstances can be authorised
- If families take their children away on a term time holiday and they have **5 days** or more off in a 6 week period they will receive a fixed penalty notice of £120 from the LA.
- The LA threshold is actually 3 days!

**Rewards.**

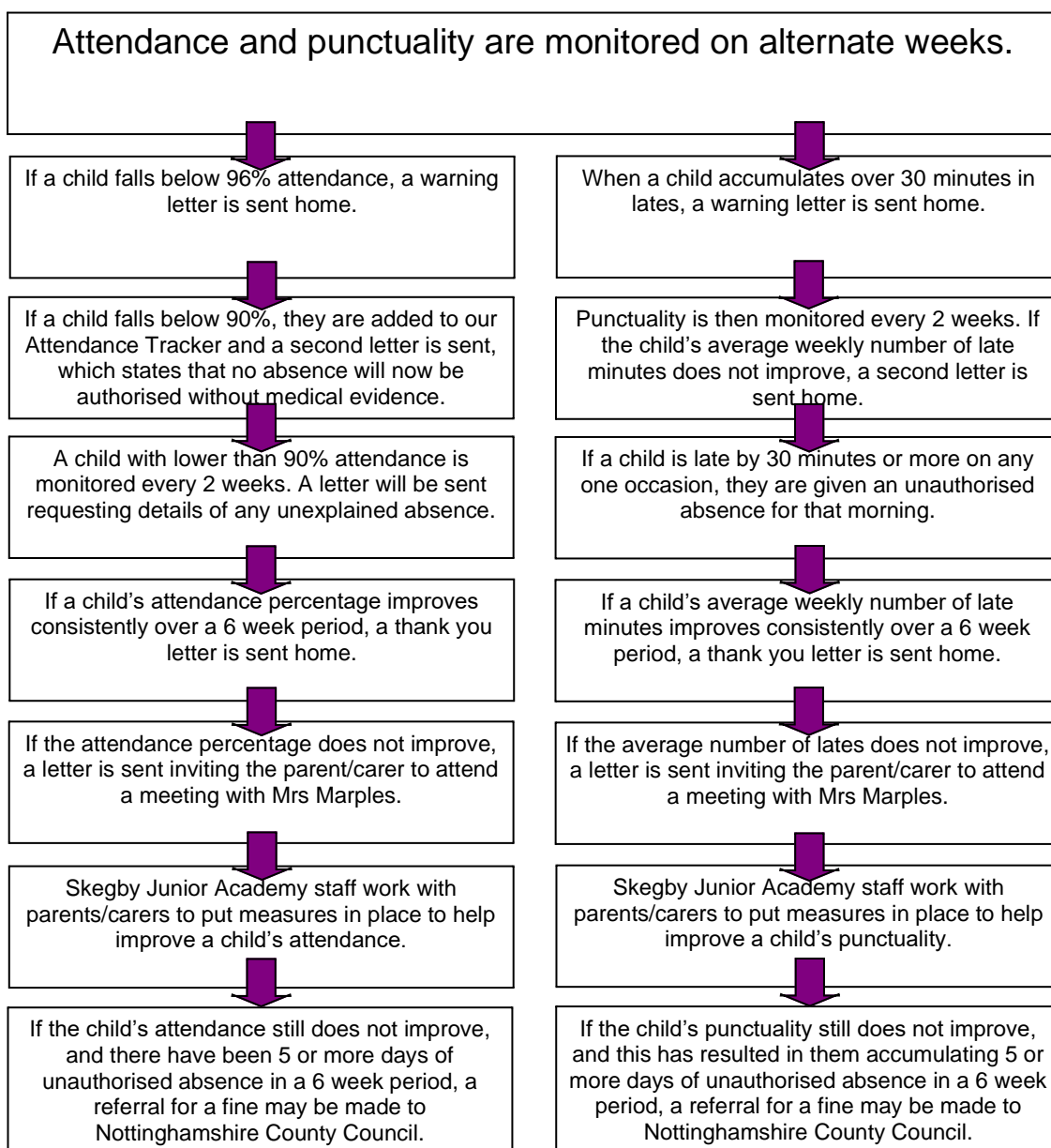
- End of the term movie night. All children who have an attendance over 95% can come to our movie night in the hall. They receive free popcorn, drinks and other snacks. Those with 100% get VIP seats! In the summer term this will be an attendance disco.
- Outstanding attendance is recognised and children get a special badge. They also collect their bronze, silver and gold awards. Those with the Gold award get a special treat at the end of the year!
- Classes get an extra break if they repeatedly get over 95% attendance.





# SKEGBY JUNIOR ACADEMY

## Academy Attendance & Punctuality Pathway 2020-2021



**Holidays in term time will not be authorised unless there are exceptional circumstances. If you do decide to take your child out of school to go on an unauthorised holiday for 5 days or more, a referral will be sent to Nottinghamshire County Council requesting that a fixed penalty fine notice be processed.**