



Swarland Primary School

"The Best That We Can Be"

Attendance & Punctuality Policy



Swarland Primary School recognises the importance of good attendance and punctuality and the significance of attendance and punctuality on achievement and attainment.

We aim to achieve good attendance and punctuality by operating an attendance and punctuality policy within which pupils, staff, parents, the local community and the Education Welfare Service can work in partnership. The school will monitor attendance and punctuality and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and punctuality. Good attendance and punctuality is seen as an achievement in its own right and recognised as such by the school. The attendance and punctuality policy is based on the premise of equal opportunities for all.

Aims

- To promote good attendance and punctuality.
- To improve the quality of school life.
- To create a culture in which good attendance and punctuality is 'normality.'
- To demonstrate to pupils, parents and staff that the school values good attendance and to recognise that good regular attendance and punctuality is an achievement in itself.
- To be consistent in implementation, both in terms of rewards and sanctions.
- To value the individual and be socially and educationally inclusive.

Objectives

- To involve pupils in recognising the importance in their attendance and punctuality.
- To improve communication with parents about necessity for regular school attendance and punctuality.
- To ensure parents appreciate good attendance and punctuality is an integral part of the school ethos.
- All school staff to continue to take responsibility with pupils and parents for pupils' attendance and punctuality.
- To recognise the important role of teachers and administration staff in promoting and monitoring good attendance and punctuality.
- Effective working relationship with Education Welfare Service.
- To ensure all partners are aware of their roles and responsibilities in monitoring good attendance and punctuality.

Targets

- To have an effective means of collecting and monitoring attendance and punctuality information.
- To discuss the setting of targets for the school with the Education Welfare Officer (EWO) and the School Improvement Partner as appropriate.
- To ensure that such data is available and used effectively by school managers and staff in conjunction with the EWO to promote good attendance and punctuality.
- To agree specific targets for individuals, groups, years and the whole school.
- To reward pupils for attendance and punctuality.
- To keep parents, pupils and governors informed of policy, practice and targets at least annually.
- To ensure that the school is aware of government targets which may have been set for vulnerable groups.

Holiday in Term Time

There are only 190 days in a school year and it undermines the potential for achievement if time is missed unnecessarily. This is the school policy. Holiday requests during term time will not be considered unless there are exceptional circumstances. Where parents proceed with their holiday plans, with no mitigating circumstances, the absence will be unauthorised. A Fixed Penalty Notice may be issued after the Education Welfare Services have considered the pupil's overall attendance and reasons for absence.

Holidays During National Tests

Leave of absence will not be granted for children on any school days that national tests are being taken.

The Head Teacher is responsible for the procedures for, and implementation of, operational management of this policy.

Steps for Monitoring of Absence.

1. Send out a letter at the beginning of the year reminding parents that children should not be taken out of school for holidays.
2. Parents are asked to inform school when their child is absent by phone or word of mouth on first day of absence. A follow-up letter or phone call will be sent out to parents if they do not inform school on the first day of absence. School will contact parents to establish reason for absence on the first day of absence.
3. Give the parents the school leave of absence form when asked, whilst checking the child's absence record and ask for further details.
4. Follow up every request for absence and consider each case individually.
5. Send the reply back with the child's current absence record.
6. Check absence monthly to note patterns, trends and anomalies. Any anomalies will be further checked and followed up the Educational Welfare Officer (EWO).

Application Process For Leave of Absence

- A parent/carer requesting leave of absence during term time should make the application in writing to the Headteacher at least two weeks in advance.
- School should invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education.
- The school should reply to all applications in writing stating their decision.
- If leave is not granted, the reason for not authorising a request must be clearly stated, in addition to the possible consequences of disregarding the refusal to grant absence.
- If leave is granted, the length of authorised absence must be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date.
- If a parent /carer remove their child from school without requesting leave of absence or without authorisation from the Head Teacher, the parent may be informed in writing that a referral is being made to the Local Authority requesting a penalty notice is issued.

The Education (Penalty Notices) (England) Regulations 2013

See link http://www.legislation.gov.uk/uksi/2013/756/pdfs/uksiem_20130756_en.pdf

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Louise Fletcher	03.10.13	1.0	Pending Governor consultation
Changed by	Revision Date		
School	15.10.13	2.0	Draft adapted version for consultation with staff and trade unions
School	6.11.13	3.0	Final version for publication
	18.7.16	3.1	Draft pending Governor consultation.
	18.9.19	3.1	Amended link to 2013 regulations from 2007 and included punctuality references.
	17.8.20	3.1	Reviewed.