



**BUXTON INFANT SCHOOL**

Headteacher: Jude Boyd



# **ATTENDANCE POLICY**

## **BUXTON INFANT SCHOOL**

**This policy was reviewed by the Governing Board on 16<sup>th</sup> March 2020**

**It will be reviewed March 2022**

**Signed:**

**Date:**

# Attendance Policy

## **Rationale**

At Buxton Infant School we understand that good attendance and punctuality are essential in securing good educational progress and attainment. We are committed to working hard to support all their families to ensure that all children have good attendance.

## **Aim**

To provide an environment where all children feel valued and welcome and to work in close partnership with parents and carers in ensuring the highest possible levels of attendance.

## **Objectives**

- To ensure that parents and carers understand their legal responsibilities and the importance of regular school attendance for their child;
- To ensure that children are aware of the importance of good attendance;
- To keep parents and carers informed of their child's attendance levels each term and inform them of any concerns immediately.

## **Responsibilities**

### **Parents/carers will:**

- Ensure regular school attendance and be aware of legal responsibilities;
- Ensure children arrive punctually and well-prepared for the school day;
- Ensure that they contact the school by 9.30am on the first day of absence providing a reason for the absence and each day thereafter; unless agreed otherwise.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child;
- Notify school of any changes to their contact details.

### **School will:**

- Provide a welcoming atmosphere;
- Provide a safe learning environment;
- Contact parents by phone or text them when a child fails to attend and no message has been left to explain the absence, on the first day of absence, by 10.00am at the latest but usually by 9.35am.
- Follow up all unexplained absences to obtain an explanation;
- Inform parents of their child's attendance on a termly basis;
- Encourage good attendance and punctuality through individual and class reward systems;
- Monitor levels of attendance and punctuality;
- Where there is a concern after a second term of below 90% without justifiable reason then a family resource worker will contact the family to discuss how it can be improved. If the attendance fails to improve in the following term then the attendance flow chart of support is implemented (see Appendix 3).

## **Registration and Punctuality**

- Punctuality is important in ensuring that children have access to maximum teaching time;
- Pupils are admitted to the classroom at 8.55am and registration begins at 9.05am. Pupils are marked late if they arrive after 9.05am but before 9.30am. An arrival after 9.30am is recorded as an unauthorised absence. Afternoon

registration is at 1.20pm. Pupils are marked late if they arrive after 1.20pm but before 1.30pm. An arrival after 1.30pm is recorded as an unauthorised absence.

- Incidents of persistent lateness will be discussed with parents by the Headteacher or family resource worker.

### **Pupils leaving during the school day**

- Pupils are not allowed to leave the premises without prior permission from the school;
- Whenever possible, parents should try to arrange medical and other appointments outside school time;
- Pupils must be signed out in the school office on leaving school and back in on their return.

### **Leave of Absence**

- In line with the Government's amendments to the 2006 regulations (Appendix 1), holidays during term time will not be authorised;
- Where leave of absence in term time is due to exceptional circumstances, the application form must be requested from the school office and submitted for consideration by the Headteacher (in the first instance), on behalf of the Governing Body, at least 2 weeks prior to the requested leave;
- The Governing Body will refer to the definition of "exceptional" as used by the NAHT – "rare, significant, unavoidable and short".
- If leave is taken without prior authorisation by the school, it will be recorded as unauthorised and will usually be referred to the local authority for a fixed penalty notice (see Appendix 1).
- Third parties wishing to organise events that will take children out of school and therefore affect their attendance should apply to the school for permission to take children out at least 1 month before any event is due to take place. The Governors will decide whether to sanction such an event.

### **Attendance Targets**

The school will set attendance targets on an annual basis and strive to continually improve attendance levels.

Adopted by the governing board of Buxton Infant School on **16<sup>th</sup> March 2020**

## APPENDIX 1

### **The Education (Pupil Registration) (England) Regulations 2006**

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).

#### **Term-time holiday**

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

On 6 April 2017 the Supreme Court appeal, in relation to the Platt v Isle of Wight case, determined that under section 444(1) of the Education Act 1996 attending school 'regularly' means:

"in accordance with the rules prescribed by the school"

From 1 September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the headteacher regardless of a child's wider school attendance.

### **The Education (Penalty Notices) (England) Regulations 2007**

Amendments have been made to the 2007 regulations in the [Education \(Penalty Notices\) \(England\) Regulations 2007](#). These amendments, as described below, will come into force on 1 September 2023.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

## **APPENDIX 2**

### **Examples of authorised absence:**

- Genuine illness;
- Hospital/dental/doctor appointments;
- Major religious observances;
- Visits to prospective new schools.

### **Examples of unauthorised absences:**

- Day trip;
- Birthday treat;
- Oversleeping;
- Term time holidays.

## APPENDIX 3

### ATTENDANCE FLOW CHART

