



Glen Hills Primary School Attendance Policy

The aim of this policy is to ensure all persons associate with Glen Hills Primary School are aware of our overall aims and also our procedures in ensuring attendance and punctuality levels at Glen Hills continue to rise.

As a school we aim to:

- Raise our attendance rate to a *minimum* of 96%
- Maintain parents' and pupils' awareness of the importance of regular attendance and punctuality.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

We shall:

- Follow up unexplained absences by phone calls and letters as soon as possible
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus and the Home-School agreement
- Publish our attendance rate in the school prospectus
- Acknowledge and reward good attendance with certificates
- Publish your child's attendance rate on her/his annual school report

- Let you know if we have concerns regarding your child's attendance
- If we continue to have concerns make a referral to the Educational Welfare Officer, who visits the school regularly to review and support attendance matters,

AUTHORISED ABSENCE

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

UNAUTHORISED ABSENCE

There are times when children are absent for reasons, which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting on a delivery
 - Going for a family day out
 - Sleeping in after a late night
 - Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
 - Going shopping or for a hair cut
 - Because it is your child's birthday
 - Unapproved Holidays*
- Unauthorised Absences have to be reported to the Local Authority. The Educational Welfare Service may contact you and consider taking legal action against you if your child has unauthorised absences.

PUNCTUALITY

- If your child is in the **Junior Department**, they need to be in the junior playground by 8:45 at the latest.
- If your child is in the **Infant Department**, they need to be coming through the atrium entrance doors by 8:50 at the latest.
- If your child is in the **4+ Unit**, the doors open at 9am for you to bring your child in.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.

- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfE guidance.
- We will let you know if we have concerns about your child's punctuality.
- Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time.

Term Time Leave of Absence

We are always concerned about the amount of school time pupils' miss as a result of family holidays. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of Mr Sutcliffe.

It is our policy:

- That only in exceptional circumstances* will holidays be allowed and then only up to a maximum of ten days.
- Parents wishing to apply for leave of absence for term-time holidays need to fill in an application form well in advance and before booking. Please ask the school office for a form; Mr Sutcliffe will consider your request and advise you of his decision, (possibly asking to meet with you to discuss). Further time than allowed will be unauthorised and you risk *your* child being taken off the school roll.
- Try to minimise time out of school by timing holidays at either end of a school break.
- **Please** can we ask parents to avoid taking a holiday in September, as it is very unsettling for a child to miss the start of the school year.
- If the school does not agree and you take your child on holiday, the absence will be unauthorised*.
- Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A **good** understanding of the work can only take place when the pupil is in the classroom.

*As stated, authorised holiday absence will only be given in 'exceptional circumstances' (DfE regulations, 1/9/13). The definition of 'exceptional circumstances' is to be determined by the Head Teacher and all individual cases will be considered. 'Exceptional circumstances' may include a parent only having a certain time slot available in the year for an annual holiday or a family wedding.

In conjunction with DfE and Leicestershire County Council guidelines, any unauthorised holiday leave will lead to Leicestershire County Council issuing a £60.00 fine to the family which would rise to £120.00 if not paid by a certain date.

Examples of unauthorised holiday leave are as follows;

- Taking term-time holiday due to lower cost
- Not completing a holiday absence form
- Any holiday request for a child with less than 90% attendance

This list is not exhaustive as individual examples could be numerous.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The Education Welfare Service aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.



Policy	<i>Attendance Policy</i>
Reviewing Committee	<i>Management</i>
Ratified by Governing Body	<i>Sep 2017</i>