



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust
Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD
Pupil Attendance Policy



Date	Review Date	Coordinator	Responsible Body
21/11/2018	November 2020	Head of School	Local Governing Committee

1. Aims

It is our role as staff at Queen Eleanor's C of E Junior School to promote and support our children's learning and enable each one of them to achieve their full potential. We endeavour to provide a school day that excites, challenges and motivates each child and allows them to develop as independent learners. We encourage the children to achieve personal excellence in all aspects of work and behaviour.

Queen Eleanor's C of E Junior School, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from regular school attendance. We know that every day lost to education can have a serious impact on children's attainment and overall progress in school. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life.

As a staff we do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Pupils will be expected to achieve 100% attendance but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.

This policy sets out the school's procedures relating to pupil attendance.

2. Key Objectives

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the school day

We expect that all parents/carers will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child in their care arrives at school punctually, prepared for the school day;
- contact the school on the first day of the child's absence and send a note on their return to school.
- discuss promptly with their child's class teacher or senior staff, any problems that deter their child from attending school;
- avoid taking leave of absence in term time.
- provide medical evidence when their child's absence is of a medical nature

We expect that the school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every child's attendance using Arbor;
- contact parents as soon as possible when unexplained and/or prolonged absence occurs and obtain notes authorising the absence.
- encourage good attendance and punctuality;
- provide a welcoming and safe learning environment for children;
- meet with the school's Education Welfare Officer regularly to discuss any new concerns and report on the progress of existing cases;



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust
Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD



Pupil Attendance Policy

- meet with the parents of children whose attendance causes concern;
- refer irregular or unjustified patterns of attendance to the Education Welfare Service.

3. Parental responsibility and the law

Parents/carers, whose children are of compulsory school age and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

4. Registers

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Head of School or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

A termly check is made of the school registers and parents are informed of their child's attendance for that term. The school uses a colour coded letter system in order for parents to understand their child's attendance. If they receive a letter printed on green paper, it signifies their child's attendance is 95% or greater. If they receive an amber coloured letter, it shows their child's attendance is between 90-95%. If the letter is red, it signifies that their child's attendance is below 90%

This procedure is in line with guidance given by the Educational Welfare Officer. A copy of the letters are included in **Appendix 2**.

5. Registration and Lateness

It is expected that children will arrive at school on time. The school gates are opened at 8.30am and the register is taken at 8.50 am.

If pupils arrive at school after 9.00am a late mark will be recorded and if a child arrives after 9.20am without a valid explanation it will be recorded 'as late after close of register' and counted as an unauthorised absence for that session.

In cases of persistent late arrival to school, school will inform the parents and discuss the issues relating to the persistent lateness.

6. Responding to Non-Attendance

a. Initial actions

It is the responsibility of the parent/carer to inform the school by 9.00am if a child will be absent for any reason.

When a pupil does not attend school we will respond in the following

- If no note or telephone call is received from the parent/carer by 9.00am, the school will endeavour to contact them that day by phone or e mail.
- **If there is no response the school will try to contact the parent/carer on every subsequent day of absence.**
- **If, by the third day there has still been no contact made, the school will send a letter of concern to parents/carers and invite them into school to discuss their concerns and the reasons for the absence.**



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust
Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD



Pupil Attendance Policy

- if there is persistent non-attendance, the school's Home School Link Worker or Head of School will keep records of the contact with home during the period of absence and this will be discussed with the EWO when a formal referral may be made
- In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority. If a child has persistent absence or has been identified on truancy patrols and meets the criteria for a Penalty Notice to be issued; or has been taken out of school without the school's permission for 5 or more days; the school will liaise with the EWO / LA to decide whether a Penalty Notice should be issued;
- failure to comply with the expectations set by the EWS may result in further action, an application for an Educational Supervision Order, or court prosecution.

b. Frequent absence

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is unhelpful to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s by:

- *Phone call to parent by the class teacher and issues discussed with pupil within school.*
- *Letter sent to parents stating concerns.*
- *Meeting at school with Head of School or member of the Senior Leadership Team.*

Education Welfare meets with the Head of School on a regular basis to discuss attendance concerns. If school are unsuccessful in resolving the issues the school will refer to Education Welfare.

c. Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 20% or more schooling across the school year for whatever reason. Any absence has an impact on a child's educational achievement and we need parents' fullest support and co-operation to tackle this.

The DfE and the Local Authority monitor the levels of PA children and levels of absence in all schools.

Attendance of all pupils is tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring because absence affects attainment.

Parents will be informed on a regular basis of their child's attendance.

d. Request for leave of absence

The decision to grant a leave of absence is delegated to the Head of School by the Governing Body. The Head of School will use her discretion when authorising requests for a leave of absence and will only grant permission where there is an exceptional reason for the child not to be in school.

All absences for will be considered to be unauthorised leave of absence unless permission is granted by the Head of School in advance. All other requests for leave will be considered on a case by case basis by the Head of School who has been delegated to do so by the Governing body. Again, the decision of the Governing Body will be final.



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust
Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD



Pupil Attendance Policy

If a family needs to request leave of absence in term-time then an Application for Leave of Absence in Exceptional Circumstances Form (see Appendix 1) must, wherever possible, be completed prior to the leave date and preferably at least two weeks before. This form can be obtained from the school website, the school office or by writing to the Head of School.

e. Changing School

It is important that if families decide to send their child to a different school that they inform school staff as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address (if appropriate and known).

The pupils' school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

f. Dental and medical treatments

Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. When appointments during school hours are unavoidable, the school office should be notified in advance in writing, of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested.

7. Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

8. Circumstances when a Penalty Notices may be issued

The Education Pupil Registration (England) Amendment Regulations 2013, which became law on 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 5 days or more and 'leave of absence' is without the authority of the Head of School, **each parent** may be liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they may be liable to receive a Penalty Notice if the leave of absence is taken.



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust
Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD



Pupil Attendance Policy

The issue of a Penalty Notice will also be considered where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Head of School:	J Davies	Date:	21/11/2018
Chair of Governors:	P Brayne	Date:	21/11/2018