



Attendance Policy for academic year 2017/18

Date Ratified	Review Date
March 2017	March 2018

Revision History

Date of Revision	Summary of Changes	Approved	Approved
March 2017	In light of continuing court cases regarding holidays in term time, our procedures remain the same, however no fines will be issued.	Mrs S Aston	Mrs H Harrison



Attendance Policy

As of 1st September 2013 Amendments to the 2006 Regulations remove references to family holidays and extended leave as well as the statutory threshold of ten school days.

- The amendments make clear that **head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**
- The amendments give **parents no entitlement** to take their child out of school for a holiday in term time
- The DfE are anticipating that not many absences for leave in term time are authorised by schools
- The Local Authority will be closely monitoring the use of the holiday code (H) used in schools from September 2013 and will discuss with the schools the reason why leave has been authorised during term time.

Attendance is a key factor in a child's education. This policy outlines the aims and strategies for the encouragement of good attendance at Mossley C.E. (Cont.) School.

- The implementation of the attendance policy is the responsibility of all staff.
- Ultimate responsibility for the attendance policy is that of the Head Teacher.

We aim to

- encourage good attendance patterns
- monitor the attendance of our children carefully
- encourage an active dialogue with parents
- maintain our registers carefully in accordance with LA Policy
- use the Simms attendance module, updating it on a regular basis
- monitor holiday absence carefully
- report authorised and unauthorised absence to parents on their child's end of year report
- report and comment on attendance to Governor's annually

Methods

- Each class has an attendance register prepared by the administrative assistant.
- Children's names are listed in 'date of birth' order.
- Registration takes place at the beginning of both morning and afternoon.



- Absence letters are kept in the registers for a term.
- The administrative and clerical assistants transfer the information onto the computer.

Notification

- Parents are asked to notify school by telephone on the first day of absence.
- If we do not receive a call by 10.30 on the first day of absence, we will phone to ascertain the reason for a child's absence.
- When a child returns to school we ask that parents send in a note stating the reason for absence or write in the planner.
- If the absence has been due to a Dr / dentist / hospital appointment, it is entered as an 'M'.
- 'I' is entered for when a child is ill.
- A holiday absence is entered as an 'H' for an authorised holiday absence
- Occasionally a parent may request an absence for a specific reason e.g. attendance at a funeral, this is entered as a 'C'.
- Educational visit 'V'
- Educated off site (eg at High School etc) 'B'
- Dual placement 'D'
- 'L' is marked for late if before registration has closed, 9 – 9.10
- 'U' is marked for late if after 9.10
- 'P' for approved sporting activities

Exceptional circumstances for leave of absence have been agreed by Governors to include:

1. "being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time,"
2. "service personnel returning from/scheduled to embark on a tour of duty abroad"
3. "when it is company policy to take leave at a specified time of year"
(evidence required)
4. "when a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue"
5. "the wedding/funeral of a family member or the birth of a sibling"



6. “ the holiday being a unique/one off experience never to be repeated which can only happen during term time”
7. “ while decisions are to be made on a case by case basis, requests will normally be refused”

Education Welfare Officer

The E.W.O. will come in to check for any long term absences, recurring patterns of illness etc.

Whilst in school she will discuss any problems or concerns with the Head Teacher. In the interim, if there are any concerns, the E.W.O. can be contacted online.

Reporting

- The annual return is completed for the D.f.E. in May.
- An attendance % is attached to the end of year reports to parents.
- When a child transfers to another school the year's attendance is entered electronically on the S2S website.
- Attendance is recorded on 'Raiseonline' and 'dashboard'
- Schools must now report to the LA any child who has had over 10 sessions (equivalent to 5 days) of unauthorised absence in a given period.

Equal Opportunities

We aim to develop an atmosphere of encouragement and support and it is our intention that all our children, regardless of ability, race or gender, will be given equal access to opportunities to develop a positive attitude to regular attendance at school.

Assessment, Monitoring and Evaluation

We assess our attendance on a regular basis. We liaise with our school's Education Welfare Officer when necessary.

Reviewed March 2017 in accordance with the regulation

Mrs Sue Aston
Head Teacher