



ATTENDANCE POLICY

School Attendance Policy

Introduction

In order for children to take full advantage of their education they must attend school regularly and punctually. The Education Welfare Service has the responsibility to implement the statutory duties in relation to school attendance.

Research has shown that regular attendance maximises levels of achievement making it easier to cope with school routine and school work which leads to pupils learning becoming more satisfying, the school promotes the concept that "every lesson counts"

Parents must endeavour to arrange dental/medical appointments out of school hours, bringing children to school before and after medical appointments, informing the school of an absence through illness prior to registration and keeping the school updated during extended periods of absence due to illness

Unauthorised absences

There are instances where unauthorised absences are not permitted by law which is why they are referred to as unauthorise absences, some examples are set out below; -

1. Going on a family day out
2. When no explanation has been offered for the absence or that given is unsatisfactory
3. Parents are unwell
4. Because it is the child's birthday
5. Unapproved holiday
6. Sleeping in after a late night

The Law

All children of compulsory school age between 5 – 18 years of age are required to receive an education. As a parent you have a legal duty to ensure the regular and full time attendance at school of a registered pupil and that they are also punctual in their attendance.

These responsibilities are set of in the following legislation; -

The Education Act 1996

Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulation 2007 and amendments and

The Education and Skills Act 2008

Dealing with Unauthorised Absences

The school encourages pupils to come onto the school grounds at 845 am each morning; pupils will then enter the school at 855 am for registration. The second registration of the day will take place after lunch at 1pm for the afternoon session. Those pupils who arrive after the closure of registration will be counted as having an unauthorised absence for that session as set out in the Department for Education guidelines, in line with these guidelines an electronic record of unauthorised absences are maintained by the school, this record is reviewed at regular intervals by the Educational Welfare Officer.

The parents of those pupils who are repeatedly late or subjected to unauthorised absences will be asked to attend a meeting with the head teacher, however, should the issue of repeated

absenteeism remain unresolved the issue will be referred to the Educational Welfare officer and a formal attendance meeting will take place where the implications of further unauthorised absenteeism will be explained to them by the EWO.

It should be noted that when a pupil has 10 sessions of unauthorised absences (5 school days) within a six month period that the matter can be dealt with a fixed penalty notice, or alternatively, if the attendance is very low parents can be taken to court, without the fixed penalty notice system being used.

Fixed penalty notices are for £60.00 per child per parent and must be paid within 28 days of being given to the parents' failure to pay will result in a prosecution.

Should parents not pay the fixed penalty notices and they were successfully prosecuted they could be liable for a fine of £2,500 a community order or a period of imprisonment of up to 3 months, along with parenting orders.

The local authority can use various powers when a child is missing from school without good reason in addition to fixed penalty notices applying for parenting orders, school attendance orders, and prosecution.

A parenting order is an order by the court for the parent to attend parenting classes for example to improve school attendance.

Educational supervision orders are applied for through the court should they think that a child is not getting an education (you have 15 days to provide evidence that you have registered your child with a school or that you are giving them a home education) The order would require you to send your child to a specific school and if you do not you do not you will be prosecuted.

The legislation which outlines the legal power and duty that govern school attendance and how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents is as follows; -

1. The Education Act 1996 - section 434(1) (3) (4) & (6)
2. The Education Act (Pupil Registration) (England) Regulations 2006
3. The Education Act (Pupil Registration) (England) Regulations 2010
4. The Education Act (Pupil Registration) (England) Regulations 2011; -and
The Education Act (Pupil Registration) (England) Regulations 2013