



HAMP
ACADEMY

Attendance Policy

This policy has been written with the underlying principles of Academy status.

Reviewed September 2016

Hamp Academy
Attendance Policy

1 Introduction

1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

1.2 Under the Education (Pupil Registration) Regulations 2006 the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

3.1 When a child is absent unexpectedly, the class teacher will record the absence on the electronic register with an 'N' code. A log of daily absences form is kept in the office for absences notified prior to the close of the register and for recording late arrivals. After checking the daily absences and late form, the School Receptionist will telephone the parent/carer that morning to check the situation and record information on the appropriate forms. This information is then used to update Sims attendance accordingly.

3.2 Any pupil who is absent from school for more than 3 school days due to illness will need to provide medical evidence e.g. the back of a prescription, an appointment card or a letter from the doctor, otherwise the absence will be recorded as unauthorised.

3.3 When the child returns to school, a note should be brought from a parent/carer to explain the absence.

3.4 A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

3.5 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent/carer, in order to check on the safety of the child.

4 Requests for leave of absence

4.1 The Government have issued schools with new legislation which will only allow Head Teachers to grant leave of absence in exceptional circumstances. We believe that children need to be in school for all sessions, so that they can make the most progress possible. If parents/carers make a request for holiday in term time it will only be authorised if the school deems that there are exceptional circumstances and reasons for this to happen. At least 4 weeks' notice of any request for leave must be given.

Such exceptional circumstances may be:

- Where forces personnel are on leave from a foreign posting
- Where parents have significant employment restrictions. (A covering letter from the employer will be required).

- Where significant family events and circumstances occur such as bereavement.
- 4.2 Any unauthorised absence such as taking holidays in term time when they have not been approved by the school may result in a fixed term penalty notice being issued by the Education Attendance Service. The Fixed Term Penalty Notice fees are currently £60/£120 per parent per child.

5 Long-term absence

5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

6.1 Any child whose attendance falls below 92% will be discussed at regular attendance meetings. The school will contact the parent/carer of any child whose attendance is considered to be of concern. Each half term holiday the school will contact parents of all children whose attendance is less than 95%. If the situation does not improve the Attendance Officer may intervene.

6.2 Unauthorised absence will be reported to the Attendance Officer at the regular half termly meetings.

7 Rewards for good attendance

7.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded in assembly. There are special certificates for any child who has 100 per cent attendance for a whole year.

8 Attendance targets

8.1 The school sets annual attendance targets and we do all that we can to meet these targets.

9 Monitoring and review

9.1 It is the responsibility of the governors to monitor overall attendance. A governor attendance subcommittee (SSQ- Students, Standards and Quality) meets termly to examine closely the information provided for them, and to seek to ensure that our attendance figures are as high as they should be.

9.2 The school will keep accurate attendance records on file for a minimum period of three years.

9.3 The rates of attendance will be reported in the school profile.

9.4 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents/carers. First Day absence call to parents are made by the School Receptionist.

9.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.