

## **Attendance Management Policy (Pupils)**

Reviewed: **July 2020**  
Review period: **2 yearly**  
Review date: **July 2022**



### **Philosophy**

We believe that...

Pupils benefit from being at school and therefore the school strives to sustain the highest possible levels of attendance. Irregular attendance can adversely affect academic and social development. Parents and school staff must work in partnership to ensure that all pupils are able to have full and equal access to all that the school has to offer. The complex nature of some of our pupils' disabilities will lead to occasions where children may have either poor attendance or lengthy periods of absence due to illness and ill health.

### **Principles and Procedures**

This will be managed by...

- Asking parents to inform the school by telephone if their child will not be attending school and the reason why by 9.30am on the first day of absence. If the absence continues the school expects regular updates. It is the parents' responsibility to inform School Transport and keep them updated with the situation.
- School Office first day calling where an absence has not been communicated to them.
- Family Support Worker involvement for cases of persistent absence.
- The school will communicate to home when a pupil falls ill during the school day and we expect them to be collected as soon as possible. This will may be done by the School Nurse, Health Care Assistant or Class Teacher.
- Asking parents to adhere to the 48-hour isolation period if their child has diarrhea or has been vomiting.
- Informing parents what would constitute as authorised or unauthorised absence from school:
  - Authorised Absence – Genuine illness, Hospital or other medical appointment, death of a close relative, religious observance.
  - Unauthorised Absence – Shopping trips, birthday treats, oversleeping due to late night, parent or sibling illness, family work pattern.
- School enforce the legal requirements for pupil attendance.
- School enforcing 'Penalty Notices' in the most extreme cases.
- Leave of absence in term time will only be authorised in exceptional circumstances.

***The Government have changed the regulations which permitted headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year or to grant extended leave of more than ten days in exceptional circumstances. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which***

***became law on 1<sup>st</sup> 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***

### **Penalty Notices**

In addition to Penalty Notices issued for unauthorised leave of absence, Penalty Notices may also be issued when a student is stopped by Truancy Patrol or at the discretion of the Education Welfare Manager if a parent/carer fails to ensure regular school attendance.

The Penalty Notice fines are as follows:

- **£60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

### **Failure to ensure regular school attendance**

Education Welfare may also issue a Penalty Notice to parent/carers who are failing to secure their Child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school and Education Welfare Officers. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 10 authorised sessions during the preceding half-term (unless there are significant medical reasons). 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.

### **Performance**

We can monitor performance by...

- Working closely with parents and ensuring that levels of communication are maintained.
- Working alongside Surrey's Education Officer for Special Education responsible for attendance, submitting attendance data and tracking progress against attendance target.
- The School Office ensuring that registers are up to date and coded consistently.
- Half termly absence monitoring by the Senior Leadership Team for pupils under 90% attendance.