



Attendance Policy

Status:	Statutory
Designated Committee:	Full Governing Body
Date Approved:	Spring 2021
Date of Next Review:	Spring 2022

1. Aims

It is the aim of this policy to improve attendance for all our children and to set out our expectations for parents and carers. At All Saints Primary School we recognise the link between attendance, well-being, achievement and behaviour. Children who attend regularly achieve better, feel happier and gain confidence. In order for children to reach their full potential they must be in school and we expect parents to aim for 100% attendance for their children. We are here to support you on that journey, but we must be very clear in our expectations.

A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

2. What we expect as a school

2.1 All children to be in school by 8.50am

2.2 Absences to be reported to the school office on 01530 832608 Select Option 1 or by text by 9.00am

2.3 Appointments should be made out school hours where possible.

2.4 Family holidays must not be booked in term time. (Term dates are on the school website and displayed on the school noticeboard outside reception.)

3. What you can do to help

3.1 Regular bedtimes so children aren't tired in the morning and are up on time

3.2 Help your children to get into a regular routine by using an alarm set at the same time every day

3.3 Ensure that children eat breakfast before they leave the house

3.4 Help your child to become independent by encouraging them to get everything ready the night before

3.5 Check your child's Class Dojo regularly for updates

Please communicate regularly with school if you are finding things difficult. All our staff, including our family support worker (Mrs Lyndsey Woodward) and ELSA (Mrs Susan Thompson) are here to help and support you.

4. Punctuality

Children should be in school by 8.50am. Any child arriving after this time must go with a parent or guardian to the school office to be signed in by their parent / guardian. **Children arriving after 8.50am will be given an L code, children arriving after 9.10am will be given a U code which is equivalent to an unauthorised absence.**

During the current restrictions the following times apply:

Class	Year Group	If arriving after L Code (Late)	If arriving after U Code (Unauthorised absence)
Ladybirds	EYFS	8.50am	9.05am
Elephants	Year 1	8.40am	8.55am
Pandas	Year 2	9:00am	9.15am
Penguins	Year 3	9:00am	9.15am
Meerkats	Year 4	8.40am	8.55am
Kangaroos	Year 5	8.55am	9.10am
Koalas	Year 5	8.55am	9.10am
Tigers	Year 6	8.50am	9.05am

Collecting your child

Children should be collected from behind the green line on the back playground at the allocated time. If in exceptional circumstances you are running late please call the school office before the end of the school day so that we can notify the class teacher.

If children are collected late on a regular basis the matter will be referred to our family support worker who will be in contact to offer support. If this continues to occur we may refer to external agencies to take the matter further.

5. Absence Reporting

Absences should be reported to the school office by 9.00am on 01530 832608 Select Option 1 or by text by 9.00am

Any child who is not in school and the absence has not been reported by parents, all parents will be contacted by text and phone if no response is received. If we have no response by 9.30am we will record the absence as unauthorised absence.

We regularly monitor attendance and punctuality in the best interests of children and parents/carers. Where a child is repeatedly late or absent, parents/carers will be contacted and may be invited to an attendance meeting to discuss the reasons for absences and any appropriate support which the school can offer.

When a child is repeatedly absent and no satisfactory reason is given, school will contact the Local Authority who will investigate the absence and parents may be liable for prosecution and/or a fine under Section 444 of the Education Act.

If a child is absent from school for 10 consecutive days with no explanation the family will be referred as a Child Missing in Education CME case for the Local Authority to investigate.

6. Illness/Medical Appointments

If it is necessary to book an appointment in school time, where possible your child should be in school before the appointment and be returned to school after to minimise the amount of time your child is out of school.

We may ask for evidence of appointments so if possible please provide appointment letter from the GP/hospital/dentist.

In addition to the above if a child is repeatedly absent due to illness, the school may request medical evidence to authorise further absences, this can be an appointment letter, copy of a prescription, GP appointment card etc. We will request medical evidence for illness/appointments before or after a school holiday.

7. Holidays in Term Time

Following updated Government guidelines in September 2013, parents have no entitlement to take their child on a holiday during term time. All requests for leave during term time must be made in advance and will be considered on an individual basis and will only be authorised if the Headteacher considers there are exceptional circumstances. Additional evidence may be requested by the school to support these requests.

Requests should be made in writing by completing a Leave of Absence Request Form and handing in to or emailing the school office. Forms are available from the school office or the in the parent section of the school website.

Any leave taken without prior agreement of the school or in excess of that agreed or we have reason to believe that leave has been taken it will be coded as unauthorised and the school will notify the appropriate agencies and Leicestershire County Council who may issue a Penalty Notice. Penalty Notices are issued **per parent per child** at £120 each (discounted to £60 if paid within 21 days) if no payment is received, the Local Authority will refer the case directly to the Magistrates Court for the purposes of a criminal prosecution.