



## Attendance Policy

**This policy is compliant with SCC policy and based on the guidance issued by the DFE on school attendance.**

**“Promoting excellent attendance is the responsibility of the whole school community”**

### **Principles**

The Management Committee at CornerPost Education Centre recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. Children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

In addition, repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at the start of the day.

As a school we follow the **Department for Education** guidelines and expect children to maintain an attendance figure above **95%** throughout the academic year.

### **Our Expectations**

#### **We expect that all pupils will:**

- ✓ Attend school regularly and punctually.
- ✓ Arrive at school by 9am where possible.
- ✓ Attend school appropriately prepared for the day.
- ✓

#### **We expect that parents/carers will:**

- ✓ Ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- ✓ Notify the school of a pupil absence by 9.30am.
- ✓ Not take their children out of school during term time for the purpose of family holidays,
- ✓ Provide the school with up to date contact details and telephone numbers for every adult with parental responsibility.
- ✓ Contact the school promptly whenever any problem occurs that may keep a child away from school

### **We expect that all staff will:**

- ✓ Praise pupils for punctuality and good attendance.
- ✓ Monitor pupil absence and inform the Centre Manager / school or the DIO when absence is impacting upon achievement.

### **We expect the Centre Manager / school or DIO will:**

- ✓ Inform parents/carers of school policy and procedures with regards to attendance.
- ✓ Monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- ✓ Intervene early when individual pupil absence gives cause for concern
- ✓ Develop a multi-agency response to attendance.
- ✓ Utilise the support of available specialists in relation to the attendance.
- ✓ Report termly to the Management Committee.

### **Procedures**

We expect children to arrive at school at 9.00am. On entry the electronic centre register will be taken, and pupils will be expected to hand in their valuables / phones to staff.

The centre uses the information to populate staff county council register which is forwarded to county every Friday. Pupils that are transition, attending their own school or not required to attend CornerPost that day will be recorded with a B registration.

**Morning Registration** is between 9.00am and 9.30am.

**Afternoon Registration** is between 1pm and 1.15pm.

Procedure we use to notify school is as follows:

- Firstly, we ring parent to get full picture
- We contact school if your child is not here 30 minutes after their start time.
- A register is sent to the school every Friday showing their attendance for that week.

### **Penalty Notices**

A Penalty Notice is a fine to a parent who fails to ensure their child's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents/carers must pay £60 if they pay within 21 days; or £120 if they pay within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

### **Arriving Late**

**Each morning pupil entrances will remain open until 9.30am. Any pupil arriving after the pupil entrance has closed will receive a late mark (L) on the register.**

Morning registration period is from 9.00am – 09:30am, lates will be recorded after 9.30am. The afternoon session is at 1pm and lates will be recorded from 1:15pm.

When a pupil arrives after the registers are closed (i.e. 09.30 / 13:30) they will need to sign in at the main office. A reason for the lateness must be given. **Any pupil arriving without reason for their lateness will be recorded as an unauthorised late (U).**

The school office is responsible for maintaining the signing in/out book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and be signed by supervising adult.

**If a child is regularly late:**

1. The Partnership Manager phone parents/carers or see them during pick up to inform them of the number of times the child has been late and to remind them of the school policy and expectations.
2. If lateness persists the Centre Manager will invite parents/carers to a Restorative meeting with the Learning Mentor to discuss ways in which the school can support the family in getting the child to school on time.
3. **Once a pupil has accumulated 10 late marks (L) in any school year, no further late arrival at school will be authorised and an Unauthorised Late would be recorded.**

**Persistent Late**

Persistent late arrival at school i.e. after the register has closed, in the current and previous term of **20 Unauthorised Late Marks** would result in the involvement of the Education Welfare Worker. They will investigate why the child has been late on the dates given. **This investigation could result in parents/carers receiving a penalty notice.**

**Attendance and Illness**

If a child is ill the parent/carer's first point of action is to call the school **01827 314111** where possible, before 9.30am and notify the Attendance Officer of the absence and the reason for the absence.

This needs to be done every day of absence (unless the child is admitted to hospital, or has a long term illness-related absence for a period of time - in this instance parents/carers do not need to ring every day).

If a child is not in school and we have not had a phone call by mid-morning our Attendance Officer will call parents/carers to find out why a child is not attending. The attendance officer will inform school.

If attendance officer cannot make contact with parents/carers, this will be reported to authorities (police, social service)

**Parents permitting absence from school without a good reason is considered an offence.**

**Leave of Absence**

The Centre Manager may not grant any leave of absence during term time unless there are "exceptional circumstances".

**Holidays are not generally considered as "exceptional circumstances". It is expected that families will take holiday in the school holiday periods.**

Any request for leave of absence must be made in writing to the Centre Manager on the 'Request for Leave' proforma available from the school office (**Appendix 1**). **The Centre Manager is the only person able to authorise leave of absence.**

The Centre Manager may grant compassionate leave as authorised absence.

If leave of absence (holiday) is taken without permission, this will result in an Unauthorised Absence (G) being recorded on the child's attendance record. When a child accumulates 10 Unauthorised Absences (5 school days) the Education Welfare Worker may become involved. They will investigate why the child has been absent on the dates given. **This investigation could result in parents/carers receiving a penalty notice.**

**From 23<sup>rd</sup> February 2015 there are some important changes to how penalty notices for unauthorised leave of absence are issued:**

- **From this date a penalty notice may be issued to any pupil with 10 sessions (5 school days) of unauthorised absence irrespective of their level of attendance.**
- The ten sessions (5 school days) of unauthorised absence do not have to be consecutive and only two sessions have to be for unauthorised leave of absence (holidays).
- The period for calculating the ten sessions will be based on the previous three school terms.
- A parent can now receive more than one Penalty Notice per academic year if further unauthorised absences occur after receiving a penalty notice – a second notice can be issued.

### **Persistent Absence**

#### **When attendance becomes a concern**

1. If a child is absent on a regular basis without adequate explanation, or is absent regularly on specific days, e.g. Monday or children are absent for prolonged periods of time, the school will contact parents/carers to discuss the problems and to seek a solution.
2. **If a child's attendance falls below 95%** at any time within the school year, the Centre Manager will write to parents/carers to inform them that their child's attendance has fallen below 95%. Parents/carers will be reminded of their legal duty and of the school's policy and expectations.
3. If attendance does not improve the Centre Manager will invite parents/carers to a meeting with the school's Learning Mentor to discuss ways in which the school can support the family in getting the child to school every day.
4. **When an individual pupil's attendance level falls below 88%** in any term without good reason, school will not be able to authorise any further absence for illness without medical evidence to confirm the illness. In order to authorise continued illness related non-attendance parents/carers will need to provide the school with, for example:
  - a. **A doctor's note or medical certificate**
  - b. **An appointment card date stamped to say you have visited your GP, hospital or dentist.**
  - c. **A copy of the dated prescription**
  - d. **Copy of labels from medicine bottles**

Otherwise the absences will be recorded as unauthorised (U). ***Please note we are able to administer prescribed medicines for more than 3 times per day in the school office – please ask office staff for details.***

**If the child's attendance does not improve the Education Welfare Worker may become involved and this may result in a Penalty Notice being issued.**

A Penalty Notice may be issued in cases of persistent absence where least 20 sessions (10 school days) are lost due to unauthorised absence during the current and previous term. These absences do not need to be consecutive. A warning letter will be sent and a 20 day period of improvement will commence, if there is an unauthorised absence in this 20 day period the penalty notice may be issued. **From 23<sup>rd</sup> February 2015 only one warning notice will be issued (for the first 20 days). If after this time absence reoccurs then a penalty notice may be issued without further warning,**

### **Penalty Notices for Excluded Children**

A penalty notice may be issued to any parent who allows their excluded child to be seen in a public place at any time during school hours in their child's first 5 days of exclusion. An 'excluded child' is one who has been excluded from school for a given period under the education and inspection act 2006.

### **People responsible for attendance matters in this school are:**

- The Centre Manager, **Alan Keast** has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate.
- First Day Contact: The office: **Mrs Michelle McGeough** or **Mrs Claire Keast** will record the reason for absence or ring home if no reason for the absence has been received.
- Request for leave of absence can only be authorised by the Centre Manager, **Mr Alan Keast**. The Attendance Officer **Mrs Michelle McGeough** will monitor the attendance and punctuality of pupils in school on a weekly basis where attendance is below 95%.
- The Centre Manager or staff can be contacted regarding children being reluctant to come to school.

### **Summary**

The school has a legal duty to publish its absence figures to parents/carers and to promote good attendance.

Parents/carers have a duty to make sure that their children attend school.

Staff and The Management Committee at the CornerPost Education Centre are committed to working with parents/carers to ensure that children attend school regularly.

**Alan Keast**

**Centre Manager**

### **OTHER RELATED DOCUMENTS:**

**PRE-ADMISSIONS PARENT/CARER INDUCTION PACK.**

**WEBSITE  
TEACHING & LEARNING POLICY**

**Appendix 1**

**Request for leave during term time (TEMPLATE LETTER)**

To: Centre Manager: of: ..... Date.....

I request consideration for of leave of absence from school during term time for:

My child

.....  
.....

for the period from (date)..... to (date) .....

The **exceptional** circumstances and reason for this request are: -

.....  
.....  
.....

I have another child(ren) in another school(s) as follows:

Child full name(s) .....

Schools attended.....

Child full name(s) .....

Schools attended.....

Signature of 1<sup>st</sup> parent/carer(s).....

Print Name.....

Signature of 2<sup>nd</sup> parent/carer(s).....

Print Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

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**For Office Use Only**

Current Attendance: .....%

Last Year's Attendance: .....%

Number of school sessions taken as leave this academic year .....

**Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

.....

Signed: ..... Centre Manager Date: .....

Notification of decision letter sent to parent/carer.....(date)

## Appendix 2

### School Letter Leave Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from ..... to .....

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore, students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance.

**Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that your child(ren) are as successful as possible and are able to achieve (his/her) full potential. I would therefore ask that you support your child in catching up on the time they will miss in school.

Yours sincerely

(Name)

**Centre Manager**

### Appendix 3

#### School Letter Leave Not Agreed (TEMPLATE LETTER)

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from ..... to .....

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore, students will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that **you may be subject to a Penalty Notice if you proceed and your child's absence from school is recorded as unauthorised.** This is in line with Staffordshire County Council Code of Conduct.

The Penalty Notice fine would be: -

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days, you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

Mr A Keast  
Centre Manager  
Review Date: September 2022