

Long Crendon School

Attendance Policy

The school and the parents of pupils share an obligation to ensure that our children receive as much education as possible. Avoidable absence has a proven negative impact on a pupils' attainment. For this reason the school has adopted the following attendance policy which clearly states the requirement for maximum attendance and outlines the consequences when this is not achieved. We would encourage all parents to familiarise themselves with this policy.

We are committed to providing the best possible educational experience for children in our school. In order for children to receive the maximum benefit and to have the best possible educational outcomes, good attendance is crucial. As a school we do everything possible to ensure maximum attendance. End of year certificates are awarded to children with 100% attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive, in partnership with parents and pupils, to solve these problems as quickly and efficiently as possible with the aim of returning to full attendance at all times.

Persistent absence definition

Attendance below 90%, for whatever reason, is defined by the DFE as persistent absence.

Roles and responsibilities

- Class teachers take the register at the start of the morning and afternoon sessions.
- If a child has not arrived by 9.20 am and there has been no prior notification of absence the School Office will contact parents/carers. If we are unable to contact using given emergency contact numbers, the DSL will be notified and will inform police that a child is potentially missing.
- Any pupil absent for ten school days, where it has not been possible to make contact with a parent/carer, will be reported as a Child Missing in Education using the CME Protocol. The Headteacher and Governing body monitor trends over time
- The Headteacher is responsible for decisions about any leave of absence requested for exceptional circumstances during term time.

Promoting good attendance is the responsibility of the entire school community.

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up in cases of non- attendance
- Reporting absent children to the Local Authority (Buckinghamshire County Council)
- Rewarding and celebrating good attendance.

Where attendance is poor or erratic, parents will be contacted by telephone or letter. Where attendance falls below 90% this may trigger the involvement of the Educational Welfare Officer.

Absence due to illness

- Parents/carers should notify the school office as soon as possible on the first day of absence and on each subsequent day if a child is absent due to illness

In line with Health Protection Agency guidelines, a period of 48 hours absence is required for any pupil with vomiting or diarrhoea. Absence due to illness is authorised.

Lateness

Our doors open at 8.45 and close at 8.55. The register is taken at 9.00. Any child arriving after the register is taken at this time will be marked as late. The school will follow up punctuality which is less than 90%. Children who are persistently late miss essential lesson input and disrupt the learning for the rest of the class.

Parents are responsible for ensuring that children arrive in school on time for registration.

Unauthorised Absence

This policy reflects the DFE regulations which came into force in 2013 which state:

“Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances”

Children only attend school for 190 days out of 365. This leaves 175 days for holidays.

Examples of “exceptional” circumstances may be attendance at a family funeral or a trip to visit a seriously ill close family member.

In the case of unauthorised holiday absence we will contact the County Attendance Team who may issue a penalty notice. Please note that we are unable to retrospectively authorise any absence for holiday taken in term time. This is in line with Section 444 of the Education Act, Local Authority Guidelines.

The penalty notice may be issued at a fine of £60 per parent/carer, per child if paid within 21 days. This would rise to £120 per parent/carer, per child, if paid between 21 in 28 days and could lead to further court proceedings if unpaid. This money does not come to the school.

The link between absence and attainment

There is a clear link between absence and attainment. As levels of pupil absences increase, the proportion of pupils reaching the expected levels of attainment at Key Stage 2 and Key Stage 4, decrease.

The tables below indicate how even a small amount of time absent from school can have a detrimental impact:



Impact of non-attendance on lesson time

Attendance % during one school year	Equivalent approximate school weeks absent	Number of lessons missed
97.5%	1 week	25 lessons
95%	2 weeks	50 lessons
90%	4 weeks	100 lessons
85%	6 weeks	150 lessons
80%	8 weeks	200 lessons

Impact of non-attendance on attainment

Attendance % during one school year	% achieving expected level in English	% achieving expected level in Maths
96%+	87.4%	87.3%
94% - 95%	83%	82.2%
90% - 93%	77.9%	76.7%
80% - 90%	67.8%	66%

National attainment figures showing the correlation between attendance and attainment in 2009/2010

Signed _____
Headteacher

Date _____

Signed _____
Chair of Governors

Date _____