

MEATH GREEN JUNIOR SCHOOL



POLICY FOR ATTENDANCE

Expectations

Holidays

Penalty Notices

Changing Schools

School Organisation

Governor Committee Responsible:	Full Governors
Governor Signature:	
Policy Originator:	Headteachers/Chair of Governors
Review Period:	Annual
Status:	Statutory
Reviewed:	Autumn 2022
Next Review Date:	Autumn 2023

The school and the Local Authority (LA) strongly believe that all children benefit from regular school attendance. To this end we will do all we can to encourage parents to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

EXPECTATIONS

We expect that all children will:

- Attend school daily
- Attend school punctually
- Attend school appropriately prepared for the day
- Discuss with their class teacher any problems preventing them from attending school.

We expect that all parents will:

- Ensure daily school attendance
- Ensure that the child in their care arrives at school punctually and properly equipped
- Ensure that they contact the school before 10.00am on the first day of the child's absence from school
- Contact the school whenever any issues occur that may keep the child away from school eg family bereavements
- Notify the school, in writing or in person, if a child needs to be removed from the school during the school day, eg doctor, dental appointments. Parents must collect the child from the school office.

The school will:

- Keep daily and accurate attendance records for all pupils
- Monitor all children's attendance, including holding Attendance Reviews every half term
- Contact parents as soon as possible when a child fails to attend and no message has been received to explain the absence
- Make initial enquiries to parents of the child who is attending irregularly, to express their concern and to clarify the school's and LA's expectations with regard to regular school attendance
- Refer on-going irregular or unjustified patterns of attendance to the Education Welfare Service
- Include rates of authorised and unauthorised absences in the prospectus, the Governors Annual report to Parents and the child's annual report
- Set targets for attendance
- Ensure that children are consulted in all decisions that relate to them.

HOLIDAYS

All holidays taken in term time will be unauthorised.

PENALTY NOTICES

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notice may be issued

1) Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that Headteachers 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 from school if leave is granted.

2) Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

The issue of a Penalty Notice will also be considered where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. 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. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

CHANGING SCHOOLS

It is important that if parents decide to send the child to a different school that they inform this school, in writing, as soon as possible giving the following information:

- The date the child will be leaving this school and starting the next
- The address of the new school
- The new home address, if this is known.

Until this information has been received and confirmed the child's school records cannot be sent to the new school, nor can the child be removed from the school's roll. In the event that the school have not been provided with the above information, the matter will be referred to the Education Welfare Service.

SCHOOL ORGANISATION

Recording of Lateness

Parents are expected to ensure that children are present at registration. Children arriving late, but before the register is completed (8.50am) will be marked as present. Children arriving between 8.50am and 9.15am are recorded as '**late before closure of the school register**'. After 9.15am they are registered as '**late after register closes**'. If no explanation is received as to the reason for lateness this is regarded as an unauthorised absence.

Recording Absences

All absences are recorded daily, with reason, on SIMs. These are monitored half termly and the Education Welfare Officer is advised of concerns.

Absence Targets

Targets are agreed by the Governing Body. Targets are monitored by the Educational Welfare Officer, Governors and SLT.