



Attendance Policy

Date approved: December 2017
Date of Next Review: July 2019



Article 28

Every child has the right to an education.

This Attendance Policy applies to Wildmoor Heath School and all governors and staff of the school must abide by this policy which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

Introduction

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have. The Education Act of 1996 states that a parent is responsible for ensuring their child attends regularly and punctually. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

The Court has determined that “Regular” attendance means that which is “in accordance with the rules prescribed by the school” (*Isle of Wight Council -v- Platt* (6th April 2017) [Supreme Court] [2017] UKSC 28 (on appeal from [2016] EWHC 1283 (Admin)). We define ‘regular’ attendance as being at or above 95%.

Wildmoor Heath School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child’s ability to develop friendship groups within school.

Aims of this policy

Parents, guardians and carers must ensure that they are fully aware of the school’s policy concerning required attendance and with regard to the authorised and unauthorised absences of its pupils. This document details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance. The Governing Body receives regular reports on attendance.

Absence

This school expects its Pupils to attend school for the entire duration of the academic year, unless there are good reasons for the absence and the absence is authorised. There are two main categories of absence:

- Authorised absence is when the school has accepted the explanation offered as satisfactory justification of the absence, or given approval in advance for the absence.
- Unauthorised absence is when the school has not received a reason for absence or has not approved a child’s absence after a parent’s request.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness or other circumstances, this may not be automatically authorised. Your child’s current and previous school attendance will be taken into consideration and as a result the absence may not be authorised. **Keeping your child off school with minor ailment such as headache or cold is not acceptable. Repeated absence will require us to request that you obtain evidence from your doctor’s surgery, such as a stamped appointment card or a prescription.** Please note that the school is not asking any parent to incur a charge for this information and will not be liable for the cost.

School Practice

We open our door at 8.40am each morning (first bell). School starts at 8.50am and children should be in school by that time. Registers are taken immediately and returned to the office at 8.55am, when the pedestrian gate and external doors are closed (second bell). Registers are taken again at the start of the afternoon session.

A child who arrives after the second bell (at 8.55am) must go to the school office where they will be marked as late. The reason given and the number of minutes they are late are recorded. The number of minutes

late each month is monitored by the Family Support Adviser (FSA). **A child who arrives after the registers close at 9.30am is marked as absent in the register.**

Parents/guardians should always telephone the school office on [01344 772034](tel:01344772034) or send an e-mail to secretary@wildmoorheath.org.uk if their child is not attending school by 8.40am. The Family Support Adviser (FSA) will telephone parents on the first morning of an absence if notification has not been received. A written explanation must be provided when the child returns to school. **NB. Continued failure to contact the school to report a child's absence may result in a referral to The Safeguarding Team, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check**

Registers are checked regularly and where there is an unexplained absence, a written request will be sent for an explanation. After three weeks, the absence will be marked as unauthorised if no reason is provided.

Regular analysis of absenteeism will be carried out and letters may be sent to parents if attendance falls below expected levels. If attendance does not improve, parents may be called in to discuss the matter with the Headteacher and / or Family Support Adviser (FSA). If there is no improvement, parents may be called in to go through an attendance action plan with the Headteacher.

Further absence and / or failure to comply with the expectations set by the Headteacher may result in further action, by either a referral to appear before the Governor's Attendance Panel, issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

Lateness

Parents and carers are expected to bring their child to school on time. A child arriving after registration i.e. after 8.55am is disruptive for the class and embarrassing for the child. Vital information is given at the start of the school day and the child's learning may be affected if he/she is not present for the full session. Punctuality is an important life skill. Persistent lateness will be followed up by the school and may be referred to the Education Welfare Service (EWS) if it continues.

A pupil arriving late:

- Should enter the building through the main entrance and report to the school office.
- Will have their name entered in the late register with the reason for the late arrival.
- Will be sent to or taken to their classroom by a member of staff.
- May be required to make up the time lost
- Parents are not permitted to take their child to the classroom as this disrupts teaching.
- If the arrival at school is after the registers have closed, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety requirements.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments should be made outside of school hours or during school holidays. You may be asked for proof of the appointment.

Term Time Leave of Absence

At Wildmoor Heath School we believe term time absences should be actively discouraged. Our purpose is to ensure that your child achieves to their full potential and there is a clear link between poor attendance and underachievement.

However, we recognise that there may be occasions where a parent considers there are extenuating or compassionate reasons for such absence. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Headteacher will decide if the circumstances are “exceptional” and thus whether or not the absence will be “authorised”.

Parent Action:

- Parents must request leave as far in advance as possible, giving at least 2 week’s notice.
- The request, to be made by the parent with whom the child normally resides, must be made in writing using the “Application for Leave of Absence During Term Time” form available from the school office and website.
- The request must include the reason why it is felt necessary to take leave during term time (the “exceptional” circumstances).

Leave of absence will only be granted where the Headteacher considers it is due to ‘exceptional circumstances’. Parent will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

School Action:

- On receipt, the Headteacher of the school, or such person as duly authorised by the Headteacher to do so on their behalf, will consider the submitted application for leave of absence during term time and will take in to account the/any reason as given by the parent for seeking such leave of absence ahead of deciding whether or not such given reasons are, in their view, “exceptional” to merit the granting such leave of absence during term time.
- The parent who submitted the application for leave of absence during term time will be notified by the school verbally as soon as practicable and in writing within 7 school days of the school’s decision in response to the application.

Unauthorised Absence

Term time absence taken without authorisation may, where the criteria for doing so is met, result in prosecution proceedings, or a Fixed Penalty Notice being issued.

A Fixed Penalty Notice when requested by a Headteacher can be issued as long as the evidence for the request is robust and the following criteria are met:

- Where there is a minimum of 10 school sessions of unauthorised absence (5 school days) in any 10 week period (these do not need to be consecutive)
- Where term time leave is taken without obtaining authorisation from the school
- Unwarranted delayed return from term time leave without authorisation
- Persistent late arrival after the register has closed (U code) on 10 or more occasions in a 10 week period
- Parents’ or carers’ failure to make arrangements to ensure that children who have been excluded from school are not in a public place at prescribed times during the first five school days of any exclusion, without reasonable justification*

*It is incumbent upon the parent(s) in such circumstances to provide proof of reasonable justification, for example, that the child or young person needed to attend a pre-arranged medical appointment, or a medical emergency requiring the child to be supervised elsewhere than at home.

A Penalty Notice will be issued on the first occasion if appropriate.

If a Fixed Penalty Notice is issued, a separate Notice may be issued to each parent for each child. THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following non-payment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for non-payment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund". The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this Attendance Policy, may result in a Victim Surcharge of up to £170.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order", not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Authorisation for term time leave will not be given for the following reasons:

- Availability or cost.
- Extended holiday at the beginning or end of the term.
- A term-time booking made in error by the parent or another person.

Any absence that has not been authorised may be referred to the Education Welfare Service and, where the criteria for doing so is met, may result in prosecution proceedings or a Fixed Penalty Notice being issued per parent per child

There are 190 school days (380 sessions) a year which every child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. Parents should ensure that family holidays are taken during school holiday periods only.

The role of the school management

Pupils learn best when parents and staff work in partnership to maximise pupils' attendance at school and everyone is clear of expectations and procedures. We expect that as soon as your child starts their education at Wildmoor Heath School, you will abide by our attendance policy.

The staff at Wildmoor Heath School has an obligation to enquire and challenge the reasons for pupils' absences and/or lateness and do insist on written evidence for any such absences. There is also an expectation that the staff report concerns over absence and lateness to the Headteacher.

The school may send letters to parents, guardians or carers as to their child's current attendance level, unexplained absences or lateness or any other concerns.

The school collects information daily and weekly from the registers on absences.

Promoting Good Attendance

We celebrate excellent attendance throughout our school, by the following actions:

- Certificates are awarded, at the end of the year, to individual children who excel in attendance.
- In assemblies we award classes where there is consistent high attendance.
- Attendance and punctuality are criteria in the Phoenix Awards.

What parents can do to help:

- Please work with the school staff and ensure you are fully aware of the school's attendance policy as this has a huge impact on a pupils learning.
- Do not condone your child's absences
- Telephone the school each day that your child is unable to attend school due to illness
- Send a written note to the school when your child returns
- Avoid appointments during the school day.
- If parents, guardians or carers are worried about their child's attendance at school they should:
- Talk to their child; it may be something simple that needs your help in resolving
- Talk to your child's class teacher in the first instance.

The role of the Governing Body

It is the Governors legal responsibility to monitor and evaluate the attendance in their school. The school's attendance figures are presented to the Governing Body at every Full Governing Body meeting.

**PLEASE NOTE THE FOLLOWING AND READ THE NOTES FOR GUIDANCE OVERLEAF
BEFORE COMPLETING THIS APPLICATION**

Under The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

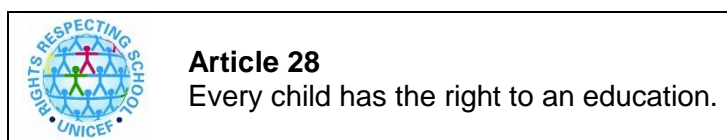
Pupil Name		D.o.B.		Class	
Home Address & Postcode					

THIS SECTION MUST BE COMPLETED

First Date of Absence		Date of return to school		No. school days absent	
Exceptional reason for absence (please use separate sheet if necessary):					

Siblings at other schools		
Name:	Date of Birth	School attended

Name of parent(s) (who child resides with)	1.		2.	
Home telephone no.		Mobile no.		
Email address				
Signature of parent(s) (making application)	1.		2.	



FOR HEADTEACHER

Date Received		Date Assessed		Decision Sent	
Exceptional Reason Accepted?	YES / NO		FPN Requested	YES / NO	
Headteacher's Signature					

NOTES FOR GUIDANCE BEFORE APPLYING FOR LEAVE OF ABSENCE DURING TERM TIME

This School's Attendance Policy is set in consideration and consequence of the provisions of the following; The Education Act 1996; The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013; The Education (Penalty Notice) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013; Department For Education Guidance as from time to time issued on school attendance matters.

This School, Trust, LA and the Government all believe that absence during term time should be avoided as they can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there maybe "exceptional" circumstances that may justify a Headteacher's decision to authorise the absence.

The explanatory note to The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which themselves amend The Education (Pupil Registration) England Regulations 2006, states: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

This school's Attendance Policy includes the following;

- Any application is to be made in writing, in advance by the parent with whom the child normally resides, using the form headed 'Application For Leave Of Absence During Term time'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher, or person authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances'. Parent will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may result in prosecution proceedings, or a FPN (FPN). If a FPN is issued, a separate Notice may be issued to each parent for each child. **THE CURRENT RATE PER PARENT PER CHILD IS: £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.**

PLEASE NOTE THE FOLLOWING POTENTIAL CONSEQUENCES SHOULD TERM TIME LEAVE BE TAKEN WITHOUT AUTHORISATION.:

- If an issued FPN is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the FPN had never been issued.
- The purpose of the FPN, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following non payment of an issued FPN will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for non payment of an issued FPN.
- Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.
- Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.
- In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.
- In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund". The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this School's Attendance Policy, may result in a Victim Surcharge of up to £170.00 per Defendant / parent.
- In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order", not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Note: The term "Parent" is as defined under Section 576 Education 1996, meaning;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person
- any person who, although not a natural parent, has care of a child or young person