



MUDEFORD INFANT SCHOOL

School Attendance Policy

Principles

Mudford Infants School and Mudford Junior School have an expectation of 100% attendance.

Children should be in school, on time, every day the school is open, unless the reason for absence is unavoidable. Permitting absence from school without a good reason is an offence of the parent. All schools in Christchurch recognise the extensive research that shows good attendance in school strongly correlates to successful educational outcomes. We also recognise that good attendance habits are formed at an early age and a co-ordinated and consistent approach to attendance will ensure students will maintain these habits as they enter the employment beyond their education.

Both schools expect good attendance from its students, in order for them to make the most of the opportunities the school has to offer. We rely on our partnership with parents to make sure this is achieved. Both schools are committed to acknowledging good attendance.

When does the school day start and finish?

The school day begins at 8:45am and register takes place at 8:55am (closing at 9:00am). The school day finishes at 3:00pm. If your child arrives after the register closing time they will be marked as late. If children are frequently late they miss the start of learning, often arrive at school not ready to learn and find it difficult to come into class after everyone else has settled for the day.

Processes for notifying and requesting absence from school

Parents are required to help the school by notifying them of all unplanned absences on the first day with a verbal message to either the school reception or the school attendance line (whichever is applicable to your child's school), or via email to the school office. Parents must continue to notify the school daily to explain their child's absence unless the length of absence has already been determined and explained from the outset. Any absence which is known in advance such as medical appointments should be notified to the school in writing beforehand. In the case of an un-notified absence, a member of staff from the office will contact parents and will continue to do so until an explanation for the absence is provided. If the absence remains unexplained then it will be coded as unauthorised.

If parents plan to take their child out of school during term time, then a form must be completed and given to the school office. The headteacher will then deem the absence to be unauthorised for all situations other than for exceptional circumstances.

Authorised Absences include:

- Illness that deems a child 'unfit' for school.
- Medical or dental appointments which cannot be arranged out of school hours.
- Days of religious observance
- Leave of absence in exceptional circumstances as agreed by the Headteacher

Should a parent believe absence should be authorised but does not meet the above criteria it is vital that they contact the school to discuss the absence well in advance.

If attendance falls below 90% as a result of a child being deemed 'unfit' for school, then parents will be requested to obtain a medical note from a medical professional on a termly basis.

Note: "Regulation 7 of 2006 Education (England) Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupils except where an application has been made **in advance** and the proprietor considers that there are **exceptional circumstances** relating to the application." It should be recognised that the amendments **remove reference to family holidays and extended leave as well as the statutory threshold of 10 school days**.

The amendments make it clear that a Headteacher **may not grant** any leave of absence during term time unless there are exceptional circumstances.

Unauthorised absences

All other absence from school will be recorded as unauthorised.

Monitoring attendance

Government legislation enforces schools to monitor attendance and intervene should the need arise, with the support of the Local Authority if necessary. This intervention may begin once attendance drops below 95% (refer to Mudeford Infant School attendance flowchart).

Mudeford Infants School and Mudeford Junior School have to report both to governors and local authorities on attendance patterns at regular stages throughout the year and work closely with the local authorities to support good attendance. All schools have a statutory requirement to follow up poor attendance and will refer individual cases of poor attendance to their Local Authority and this can be done without the permission of parents.

Child Missing from Education

What will be done when children stop attending school, school has been unable to contact those children and they are believed to have left the area without parents notifying the school or the children are missing?

- The school will try to make telephone contact.
- The school will write to the known home address.
- The school could make a home visit if appropriate.
- The school will make informal enquiries to relations or friends of the child and if the child has been missing, with no contact from parents or carers and no information as to where the child is for 11 days, a Child Missing Education Form will be completed and sent to BCP.
- On receipt of such a referral the Child Missing Education representative in the Local Authority will complete checks to locate the child.
- The school will inform the Child Missing Education representative if the child returns to school.
- If the school has any Child Protection concerns about the child, it will follow the Child Protection Procedures and contact social care **immediately**

Responsibilities

Students: During the primary phase this is a shared responsibility with parents:

- Have a responsibility to attend school regularly, on time, properly equipped and in a fit condition to learn.
- Have a responsibility to ensure that their lifestyle beyond school does not, in any way, adversely affect their ability to attend school regularly, punctually and in a fit condition to learn. During the primary phase this is a shared responsibility with parents.

Parents:

- Have a legal responsibility for ensuring that their child attends school regularly, punctually, properly equipped and in a fit condition to learn.
- If a child is prevented for any reason from attending, or is late, parents must notify the school as soon as possible on the first day of absence.
- A student's absence will be considered unauthorised until a satisfactory explanation as been given.

- Parents should work with the school to support good attendance and commit to meeting with the school should a child's attendance cause concern.

Schools:

It is the responsibility of the Headteacher and Senior Leadership Team to monitor attendance.

Responsibilities include:

- Overall monitoring of individual and whole school absenteeism.
- Contacting parents to share concerns regarding high level or inappropriate absences or persistent lateness.
- Authorising leave of absence on behalf of the governing body.
- Making referrals to BCP Attendance Service who represents the Local Authority.
- Liaison with external agencies such as Social Care as appropriate.
- Reporting to parents, the governing body and the Local Authority as appropriate.
- Making decisions concerning school closure in line with Local Authority guidance.
- Informing the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, following the authority's procedures for a Child Missing Education.
- Developing strategies and incentives to promote good attendance.

Governors:

- Will monitor overall attendance figures.
- Work with the Headteacher and staff to improve attendance as required.

The Council:

Fully supports schools in expecting parents and carers to make sure that children and young people attend school on a regular basis. Any time away from school can have a significant impact on educational attainment, success in later life and longer term health and wellbeing.

The Council will be supporting schools in ensuring the law is upheld. In law parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school. Therefore a pattern of unauthorised absence, which can include **taking holidays in term time**, can result in a Penalty Notice (£60 per parent if paid within 21 days rising to £120 per parent if paid within 28 days). Failure to pay a Penalty may result in criminal conviction and a fine in the Magistrates Court of up to £2500 or imprisonment.

Policy review

This policy has been adopted by the governors and is approved annually by the full governing body at its first routine meeting of each academic year (usually in September). In the meantime it is reviewed as necessary by the head teacher assisted by a governor, and any resultant changes other than minor clarifications or those of a typographical nature are brought to the attention of the governing body. The policies master record index (MRI) is updated to reflect the dates of the last and next review.

Reviewed, approved and adopted as detailed in the current MRI