



## Summary of Attendance and Punctuality Information for Parents/Carers.

*Every child is entitled to a full-time education: it is their right.*

### Responsibilities:

*'Ensuring your child's regular attendance at school is a parent/carer's legal responsibility and permitting absence from school that is not authorised by the school creates an offence in law.'* (Section 444 of the 1996 Education Act)

Parents/carers have a legal responsibility to ensure their child attends all school sessions for the whole year.

School carries out its statutory obligations in monitoring compulsory attendance and punctuality and pursuing non-attendance and lateness.

In the event of specific challenges to families or emerging patterns of non-compliance, regarding absence and lateness, the school will work with families to support them to achieve improvements. If necessary, school might seek the support of the Wiltshire Education Service. This body is able to issue fines and take legal action.

All children should aim

for **100%** attendance for each term and school year.

The school will strive to

maintain **98%+** attendance for the whole school with no individual absence falling below this.

The school will seek to **eradicate all unauthorised absence and poor punctuality.**

### Registration

For registration purposes, the school day is divided into am/pm sessions.

There are 380 registration sessions in a school year from which individual and school attendance statistics are calculated.

8:40	Children and parents can arrive on site.
8:45	Children admitted to classrooms + start of day activities begin.
9:00 & 1:00	Class registration.
Late arrival 9:00-9:10	Adult must sign their child in at reception – giving the reason for lateness. Arrival is authorised but recorded as late. Pattern of lateness will trigger school action.
Arrival after 9:10	Adult must sign their child in at reception on arrival – giving the reason. This is likely to be recorded as an unauthorised late attendance and is counted as an absence, unless there is a valid, unavoidable explanation.
By 9:30	Office staff check attendance registers and contact parents/carers in the event of un-explained absence and maintain records. Arrival after 9:30 is recorded as an absence.
1:05	Afternoon class registers are submitted. Children returning to school from morning appointments have to arrive by 1:00 to join their class. Arrival after this time is recorded as absent.

Our electronic registers are legal documents that school has a statutory duty to maintain. The registration data is routinely submitted to the Wiltshire Education Service for scrutiny.

### ABSENCE INFORMATION

## Leave of Absence Request

In accordance with statutory guidance :

### **NO permission will be granted for absence for a holiday.**

Families who do take holidays in term time will be subject to referral procedures as set out in the policy, and in compliance with Wiltshire guidelines.

For other requests for absence for [exceptional circumstances](#), permission is at the discretion of the headteacher and should be applied for in advance on a leave of absence request form.

#### **Authorised absence**

If your child will not be attending school please contact the office by email or phone prior to the absence, if known, or by 9:00 on each morning of absence. A full reason must be given.

This can be for:

- Unavoidable dental/medical appointments
- Childhood illness – including instances of vomiting
- Unforeseen, unavoidable circumstances eg: illness of principle care-giver (prior to alternative arrangements being made.)
- On-going medical treatment
- Pre-arranged exceptional circumstances for which an application (Leave of Absence Form) was made and permissions given.

**Please note:**

**Evidence of medical appointments is required. A 'Medical Appointment' slip is available [below](#) or at the office.**

#### **Unauthorised absence**

Examples of unacceptable reasons for absence:

- Lay-ins / rest days
- non-specific 'unwell / sick'
- treat days / birthdays etc
- visits / visitors
- travelling days
- holidays
- sibling absent
- extending an appointment trip to do other activities

All learning days will be protected and promotion of appropriate attitudes and behaviours encouraged. Please support us with this work through avoiding unnecessary time off.

#### **Monitoring and Action Procedures for absence and lateness.**

These are set out in the policy and procedures documents. A summary is below.

Punctuality, attendance/absence, reasons, as well as family patterns, are taken into account when assessing level of action to be taken.

There is an automatic referral to Wiltshire Education Authority for any 10 sessions (5 days) of unexplained or unauthorised absence within any one year (this can straddle an academic year – records are successive.)

#### **Punctuality**

Children are expected to arrive at school and be collected from school at the designated times. *As a respect to after school activity providers, this includes collection from after school activities. Persistent lateness may result in a child being withdrawn from the activity.*

This supports efficient professional practice and safeguarding requirements and helps the children respect the distinction between the professional work place and home environment.

Requesting picking-up early from school (eg: for convenience, for work or home arrangement or for going away) should be avoided and will be monitored.

**Parent/carers who have concerns about their child's attendance should seek to speak with their child's class teacher or member of the senior team.**

Reminder: absence is measured from the first day of absence, for the subsequent year,

and can straddle a calendar and school year.

### Absence Chart

No Absence	4 days Absence	5 days Absence	10 days Absence	19 days Absence	29 days Absence
190 days of education	186 days of education	185 days of education	180 days of education	171 days of education	161 days of education
<b>100%</b>	<b>98%</b>	<b>97%</b>	<b>95%</b>	<b>90%</b>	<b>85%</b>
<b>Vey good</b>		<b>Concerns</b>		<b>Serious concerns</b>	
Best chance of success and making progress.		Less chance of success. Harder to maintain progress and gaps might develop.		Difficult to make progress and social & emotional issues may develop	
		<b>Phase 1+2 School Action: Monitoring and intervention.</b> 		<b>Stage 3: Formal school action + External agencies notified.</b> 	

\* Even if attendance is authorised, attendance % is still affected.

Holt School's complete Attendance and Punctuality policy is available on our website.

#### Further Clarification and support links:

<https://www.gov.uk/school-attendance-absence>

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.wiltshire.gov.uk/article/2144/Attendance-and-behaviour>

<https://www.gov.uk/illness-child-education>

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

#### Summary of Procedures to Attendance and Punctuality issues.

**PHASE 1**

**School Monitoring and Informal Actions**

## Monitoring



### Attendance falling below 98%

School will informally speak with parents/carers to query absence or punctuality. School will investigate with parents underlying causes and seek to support, where appropriate. Parents/carers are expected to engage with, respond and support any remedial measures put in place. Improvements are expected. There will be a record kept of this until improvements are sustained.

## PHASE 2 School Action



### Formal School Action

#### Attendance falling 95% and below

School will take formal action to address absence and poor punctuality.

This will include:

- formal information letter
- warning letter
- meeting with members of the senior leadership team
- Support Plan devised
- regular monitoring monitored and review of effectiveness of Support Plan
- a formal warning given to accelerate to phase 3 if there are no improvements.
- a documented log of progress

## PHASE 3 External Agencies



### PHASE 3 External Agencies

#### Attendance falling below 90%

or - if there is a lack of positive engagement by parents/carers to resolve issues of attendance or punctuality.

or – there is repeated unexplained absence.

or – there are 10 or more sessions of unauthorised absence (eg: holiday).

School continues formal intervention measures and liaison with families to improve attendance.

School will notify Education Welfare officer to intervene.

NB: Schools automatically inform Wiltshire Education Authority of absence taken for holiday. Action they might take is to issue a fixed fine, in line with their policy

### Wiltshire: Penalty Notices

A penalty notice is an alternative to you being taken to court by the local authority. If your child has 10 or more sessions (half days) of unauthorised absence, the school will inform our Education Welfare Service who may issue a penalty notice for each child to each parent. Anyone who has day to day care of a child is considered a 'parent' and legally responsible for making sure the child attends school, this could be a step parent or a parent not living at the child's home address.

#### What is the cost?

The penalty is £120 per child per parent if paid within 28 days. The penalty is reduced to £60 per child per parent if paid within the first 21 days

If you do not pay the fine within 28 days we have no option but to prosecute you in the Magistrates' Court. This could lead to a fine of up to £1,000 per parent per child.