



Barwell C of E Academy Attendance Policy 2018-2019

We want happy, confident, successful children.

If children are going to be **successful** in our school, it is imperative that they attend school regularly to maximise their learning. If children do not have good attendance it may well be a sign that they are not **happy**, either at school or in their home life. Our **Christian values** dictate that we must endeavour to establish reasons for low attendance and support families and children through difficult times and not add to pressures they may already be facing. Therefore, using monetary punishment will only occur when all other avenues have been exploited.

**Our ambitious target for whole school attendance
this academic year is: **97%****

Aims:

We believe that regular attendance at school is one of the bedrocks of ensuring that children are successful at school. Attendance is one of the 'alarm bells' to indicate that something may not be right in terms of child welfare. The aim of this policy is to set out the process for monitoring attendance and ensuring that swift action takes place to improve any child's attendance which falls below 90%. When referring to good attendance, we judge 96+% or above with no unauthorised absences as good.

Monitoring of attendance:

- Daily: children absent from school are checked and concerns raised and recorded
- Weekly: attendance figures are checked and children whose attendance is below 90% identified
- Monthly: attendance of groups of pupils are analysed and compared to National figures to ensure that there are no disadvantaged groups because of their attendance
- Half Termly: children below 90% are put onto our concern action plan and monitored throughout the term

What happens if we have a concern about a child's attendance?:

If a concern is raised about the absence of a child either because of their level of absence or another reason, a **concern form** is completed and the child is added onto the **Attendance Concern Log**. The first time a concern is raised, the Family Link Worker contacts the family to do a welfare check and decide next steps. If a further concern is raised during the academic year, a letter is sent out by post to the family. Again, support is offered. If a third concern is raised during the academic year the family are requested to attend an Attendance Meeting within school with the Family Link Worker and an action plan will be drawn up. If, following the action plan, there are still concerns during the academic year, a referral will be made to outside agencies.

Leave of Absence for children:

The school and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances and in cases where a child has above 97% attendance or above at the time the request is submitted.

If a child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the local authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

DfE requirements states that:

- Parents cannot demand any leave of absence as an automatic right;
- Parental requests must be in writing;
- All requests must be considered on their own merits but there must be very particular and exceptional circumstances before the request will be granted
- Reduced cost of holidays in term time does not amount to exceptional circumstances
- Awkward flight times do not amount to exceptional circumstances
- Parental work patterns may not amount to exceptional circumstances
- Weddings, at home or abroad may not amount to exceptional circumstances
- Other family members booking holidays when ignorant of school term times does not amount to exceptional circumstances