



Twineham C. E. Primary School Attendance Policy

Introduction

Regular school attendance is a prerequisite of a good education and securing it is a priority at Twineham C.E. School. The damage and disruption caused by poor attendance and lateness affects not only the individual pupil but also adversely affects other pupils and teaching staff.

It is the parent's responsibility and their legal duty that their child attends school/receives agreed education. The majority of parents impress upon their children the value of punctual and regular attendance. We seek to work in partnership with all parents to encourage such values. Through good communication the whole school community should have a clear understanding of the school's policy and expectations regarding pupil attendance.

Legal Responsibilities

The legal framework is set by the Education Acts and their associated regulations governing attendance. In summary once a child becomes a registered pupil at a school:

- Parents have a legal duty to ensure that their child attends school regularly and punctually.
- The Local Authority (LA) has a legal duty to ensure that the parents carry out this responsibility.
- The school has a legal duty to record absence of registered pupils in compliance of the regulations.
- The governing body has a legal duty to ensure that the school register is kept in accordance with regulations and must publish figures in the Annual Report to parents and the school prospectus.

Keeping of registers

The register is a legal document and must be kept accurately and neatly. The register may be requested in a court of law as evidence in a prosecution for non-attendance. The register is a confidential document and care should be taken that information from it is not disclosed improperly to parents and children. The County instructions on register keeping are detailed clearly in its Attendance Registers.

The register should be completed by 9.00am in the morning and by 1.10pm in the afternoon and sent immediately to the office both times.

Lateness is recorded in the register by entering the time the child arrived at school.

Absence from school

Parents are expected to contact the school on the first day of the child's absence to explain the reason for the absence and to establish an expected date of return. Parents should also provide an explanation when their child arrives late for school. If a message is not received, the school office will contact parents directly on receipt of the class register.

Notes, records of telephone calls, and medical certificates should be kept in the office attendance file. These notes are archived at the end of each year along with the registers; they are kept for six years then destroyed. Such documents may be required in legal proceedings.

If the child arrives late, but before the register is sent to the office, teachers should enter the arrival time in registers **every** time so that we can see a clear pattern and inform parents of our concerns. Children must always report to the office if they have arrived after the register has been sent. All late arrivals are noted in the late book kept in the office.

Any particular concerns about a child (including attendance/punctuality) should be mentioned to the head or administration officer so that the EWO (Education Welfare Officer) can be informed.

The registers are recorded electronically. A printout of attendance can be given to parents when necessary and attendance data forms part of the Annual Summary Report to Parents.

Request for Absence during Term Time

The school and Governing Body consider that every day in school, in term-time, provides an essential and important learning opportunity for each individual pupil. We therefore expressly ask that parents **do not** withdraw their children during school time for trips, holidays or visits etc as this will lead to loss of learning for their child.

The 2013 Education act amendments make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

From September 2013 the school will not authorise holiday in term time.

Parents may be issued with a penalty notice for unauthorised absences. (See Fixed Penalty Notice leaflet)

The Role of the Education Welfare Officer

The Education Welfare Service (EWS) is the part of the Local Authority which has responsibility for promoting, encouraging and enforcing regular school attendance of children resident in the County. A family will only be referred to the EWS when lateness and/or non-attendance is causing concern and all of the school strategies have been explored.

Legal Action

If despite the best efforts of the school and the Education Welfare Service, a child is still not attending regularly, then court action may need to be considered by the LEA in order to try to move matters forward.

Safeguarding Statement

The safeguarding of children is paramount at Twineham. Specific policies relating to this area are kept in a file in the School Office as well as in the general policies files. All staff are required to read these policies and commit to the high regard safeguarding has at the school and fulfill all safeguarding duties. To this end all visitors supporting the school curriculum

will be CRB checked or never left alone with the children and will be supervised by a member of staff (who will be CRB checked as a matter of course). Children are to be reminded about safety and keeping themselves safe and opportunities provided in the curriculum to reinforce this will be taken.

Twineham is committed to providing equality of opportunity and there is a separate Equalities Policy which should be read alongside this policy. Reasonable adjustments to the curriculum will be made to maximize opportunities for all children to access learning and the curriculum. In school every opportunity will be taken to explore equality and the impact of discrimination

Ethos Statement

The spirit of Twineham School reflects the commitment of staff and governors to its Christian foundation; to loyalty, integrity, justice, equality, respect, courtesy and enthusiasm; and to the expectation of the highest standards from all members of the school community in all aspects of school life and beyond.

The Headteacher, staff and governors are committed to working in partnership and to the expectation of strong leadership. They believe that they, together with pupils and parents, should be proud to belong to Twineham School