



**CASTLEFORD
PARK JUNIOR ACADEMY**

Attendance Policy

2017

Castleford Park Junior Academy

Review Date : May 2018



Attendance Policy

AIM

There is a direct correlation between Attendance and Attainment. The aim of the Attendance Policy is to raise levels of attendance and punctuality for pupils at Park Junior Academy, therefore maximising their opportunities for improved attainment.

OBJECTIVES

- Reduce absence and lateness, and raise awareness of the importance of school attendance.
- Include all school staff, parents, pupils and Governors in School Attendance Matters strategies.
- Develop a robust electronic data handling system, enabling school staff, the LA and DfE to access statistical data in order to work effectively in partnership.
- Work effectively with parents/carers and partner agencies, using a range of strategies to improve the attendance of individual pupils and the whole school.

THE LAW

The 2004 Education Act states that all children are required to receive a suitable education, either at school or otherwise.

When parents have registered their child at school, the law expects them to ensure that the child attends regularly. If the local authority believes that the child is not being educated properly, the Education Welfare Service will address in conjunction with the school using various strategies which may include legal proceedings.

These are:

- Parental prosecution, which will involve the parent/carers appearing in the Magistrates Court
- Fixed Penalty Notice, which is a fine issued instead of a full parental prosecution
- Education Supervision Order (ESO), which will involve the young person appearing in the family court

Legal measures will be considered carefully and discussed with the parent/carer either at a planning meeting, during the Fast Track process, or through written warning.

Parents may be prosecuted for not sending their child to school under the 1996 Education Act. A parental prosecution will be used as a last resort once a school and the Education Welfare Service have tried to work with a family to increase a child's attendance.

A prosecution may involve the parent appearing in the Magistrates Court and may result in a Community Order, a fine of up to £2500, or a custodial sentence.

Anyone with parental responsibility for a child can be prosecuted for non-attendance at school whether the child lives with them or not.

ABSENCE FROM SCHOOL

Any absence from school is detrimental to a child's education and progress. It disrupts learning, routines and progress. Government research shows that 17 days lost learning in one school year can lead to a drop of one grade at GCSE and SAT level.

School will follow up unexplained absences by contacting parents/carers on the first day of absence. Parents/carers may be invited into school to discuss attendance issues with the Headteacher or Deputy Headteacher if there is a cause for concern. The Headteacher/ Deputy Headteacher will agree with the EWS at what point a referral to the Service will be made.

AUTHORISED ABSENCE

Some absences are unavoidable, usually due to illness, bereavement or difficult family circumstances. These absences should be supported by medical evidence where possible or a written explanation from the parent/carer addressed to the Headteacher. The decision as to whether an absence is authorised or not lies with the Headteacher. In some instances an absence that exceeds 5 days or more will be treated as unauthorised.

UNAUTHORISED ABSENCE

These are absences which are not permissible in Law, eg birthdays, shopping trips, days out and **Term Time Holidays**, and absences where no explanation has been received. The School will discuss unauthorised absence with the EWS and further action may be agreed.

The School **does not** authorise holidays taken in term time and works in partnership with the EWS regarding the issue of Fixed Penalty Fines. Pupils have an entitlement to an education, not a term time holiday.

PERSISTENT ABSENT

A pupil becomes a persistent absentee if he/she has missed 10% or more of school for any reason and has an attendance of below 90%. The Headteacher will invite parents/carers in to discuss the situation, and referrals may be made to the EWS.

PUNCTUALITY

The Law states that children should arrive at school on time, every day. School opens at **8:50am** and the expectation is that pupils should be there ready to learn for that time. Poor punctuality is unacceptable and persistent lateness, ie after the close of registration at **9:10am** will be marked as unauthorised absence, leaving parents/carers at risk of legal action.

ROLES/RESPONSIBILITIES

SCHOOL

- Set high expectations for pupil attendance, and monitor individual and whole school attendance and repeated late pupils on a weekly basis.
- Identify causes of concern with regard to pupil attendance.
- Make initial contact with parents/carers where there is unexplained absence.
- Invite parents/carers into school to discuss where there is no improvement.
- Work in partnership with the LA, and with EWS particularly.
- Notify the LA if a child has been absent for 10 days or more without contact from parents or carers or if their names is to be taken off the attendance register
 - See Children Missing in Education Policy for further details of how we do this
- Maintain electronic registration data systems effectively and deploy them robustly to facilitate presentation of reports.
- Provide attendance data for parents.
- Promote attendance at all levels – within school, the community, the LA, regionally and nationally.

- Celebrate excellent and improved attendance

PARENTS/CARERS

- Ensure pupils arrive at school on time every day and that routines are in place at home to support this.
- Contact the school as soon as possible if absence is unavoidable, and follow this up with a written explanation.
- Obtain evidence where possible to support medical absence.
- Avoid term time holidays, and attempt to minimise school time appointments.

PUPILS

- Arrive at school, on time every day with correct equipment and ready to learn.
- Comply with school regulations regarding attendance and punctuality.
- Discuss any concerns they may have with staff regarding attendance and punctuality.

EWS/LA

- The EWS will work in partnership with the school to promote and facilitate improved attendance, at an individual level, either through a referral system or using the Fast Track to Attendance Programme; and at whole school level using proactive strategies and Action Plans.
- The EWS will work with children and families to ensure their school attendance and safeguarding is maintained.
- EWS will provide advice and guidance with regards to Children Missing Education. Child Employment and Licensing.
- EWS will work in partnership with other agencies and will offer advice and signposting for referrals to appropriate organisations.
- EWS will undertake legal action on behalf of the School.
- The LA will support the school with networking and training events and with individual School Audits and Action Plans.

Reviewed May 2017

Signed  _____

Date: May 2017

Miss K. Law Headteacher

Signed  _____

Date: May 2017

Mrs S. Churm Chair of Governors

Review Date May 2018