St. Francis of Assisi Primary School

Attendance Guidance

Updated: January 2020

Attendance and Punctuality

We wish to work closely with parents to ensure that all children attend school on time, every day; in this way, they will be able to access the full curriculum.

The school's guidance for parents, as well as a range of information from the local authority, are available on our website here.

School staff and the Local Authority work closely to ensure the highest level of pupil attendance and to take necessary measures to address poor attendance. There are legal implications if you fail to ensure that your child attends school regularly and punctually, and you may be liable to a Penalty Notice or face prosecution. Information about Penalty Notices can be found at the end of this letter.

Punctuality / Lateness

- The school gate is open from 8.45am but the school day officially starts at 8.55am and registration is completed by 9.00am. Children arriving after 8.55am will be recorded as late. Children arriving after 9:30am and, without prior warning, will be marked as absent for the morning session and this will be recorded as an **unauthorized** absence.
- We will conduct 'lateness checks' every day and any child who has been late 5 times will receive a 'late letter' home to his/her parents. If the lateness persists, a meeting will be called to remind parents of the importance of being on time for school and, failing that, a referral will be made to the Early Help Team.

Absence Due to Illness

- If your child is ill, please contact the School Office by 9:15am and explain exactly what is wrong with your child. **Please make sure you phone school every day your child is absent unless you have been given a sick note and have a date for return.**
- If the School Office does not receive information regarding the absence, it is recorded as **unauthorised.** Ultimately the head teacher is responsible for deciding if the absence is acceptable, and therefore authorised, or not.
- **You will be asked to provide medical certificates if your child has a below average attendance record in order for an absence to be authorised.**

Medical Appointments

- Whenever possible, routine medical and dental appointments must be made outside of school time. Emergency appointments only, will be authorised, and we will need to see medical/dental evidence upon return.
  Please note: The school nurse is available to all families for any support required. She/he will be contacted by the school for any child whose health is such that they have below average attendance.

Exceptional Leave

- If a child needs to be absent for any reason other than illness, such as an interview, examination or bereavement, parents must first seek permission from the

Headteacher and in some situations, **provide proof**. Please note that family illness cannot be used as an excuse to leave school early at the end of each term, **particularly the summer term.**

- Forms requesting Exceptional Leave are available from the School Office
- Mistakes about term dates will **not** be accepted as a reason for absence from school as the school publishes these in our Newsletter and they are on the school website.
- Under **no** circumstances can leave in term time be approved for families to take advantage of cheaper fights/holidays
- If exceptional leave has been granted once before, it is extremely unlikely to be granted again.

Holidays during Term-Time

The Regulations referred to earlier, which came into effect on 1st September 2013 , make it clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Please note that parents do not have the legal right to take children out of school for holidays.

- Headteachers cannot authorise any holiday during term-time and any such absence may result in a Fixed Penalty Notice (fine) being issued by the Tri-borough Education Welfare Service. Please note that if a child's attendance drops to 90% and this includes more than 4.5 days of unauthorised absence **in any six-week period**, a Fixed Penalty Notice can be issued.
- The school will not give homework to children who leave school early on exceptional leave – except in extraordinary and mutually agreed cases.

Rewards and Incentives

Apart from the obvious academic and social benefits of good attendance, individual children will continue to receive certificates for outstanding attendance at the end of each academic year.

Class attendance percentages will be published in the newsletter each week and there will be a special reward for the class with the overall highest attendance at the end of each term.

Tri-borough Traffic Light System for monitoring attendance St. Francis of Assisi School

Please see the coloured table below for further information about absence levels and school action.

We would like to draw your attention to the tables below so that you know how the school will address concerns about absence. We will include regular information about attendance levels for each class in newsletters, and the class with the best attendance will be rewarded. The school will be analysing attendance data each half term and following the actions given in the table below.

Please note: children who have genuine long term illnesses are authorised absences and will not be affected by the percentages below.

Green Group	**No Concern**
The child attends between 96% - 100% of the time. Where attendance is good to excellent and pupils do not have a significant break in their learning. ACTION: Pupils to receive positive encouragement/incentives to maintain high levels of attendance.	
Yellow Group	**Concern**
The child attends between 93% - 95.9% of the time. Attendance levels beginning to cause concern. ACTION: – regular monitoring of attendance/reasons for absence, patterns etc. Teacher to discuss with family at meeting/parent evening.	
Amber Group	**Raising Risk of Underachievement**
The child attends between 90% - 92.9% of the time. ACTION: Parents will be asked to meet the attendance officer & to agree an 'Individual Attendance Action Plan' to improve the child's attendance.	
Pink Group	**Severe Risk of Underachievement**
After completion of Individual Action Plan, it leads to little or no improvement ACTION: The school must refer the case to the Bi- borough Early Help Team for support.	
Red Group	**Extreme Concern**
The child attends less than 90% of the time and has therefore reached the Government Persistent Absence Threshold ACTION: The case will be referred to the Bi-borough Education Welfare Service (usually having gone through previous steps) The Parents will be at high risk of being issued with a Fixed Penalty Notice if the absences are unauthorised.	

Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to be open to educate their pupils for at least 190 days (380 sessions) in each school year. The table below puts absence in the context of the days children miss at school based on a school being opened for 190 days per year.

Attendance during one school year	Number of days absence this equals
95%	9.5 days
90%	19 days
85%	28.5 days
80%	38 days
75%	47.5 days
70%	57 days
65%	66.5 days

Further Information

DfE Website
Please visit the DFE website here for guidance on attendance or ask the school for more details.

The Education (Pupil Registration) (England) Regulations 2006
Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

Term-time holiday
Amendments to the 2006 regulations remove references to family holiday and extended leave from school. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. (See appendix 2) Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007
Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, since 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.