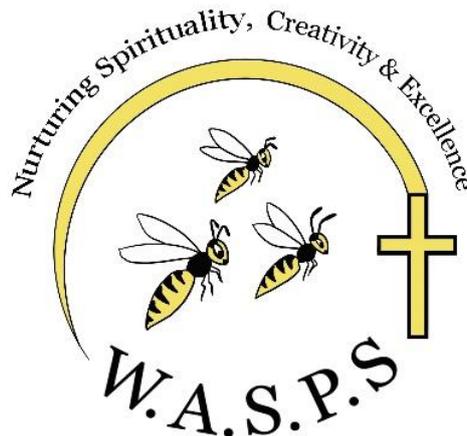


Attendance Policy

at

Weston All Saints Primary School



The Partnership Trust



This policy is written in reference to the Christian Foundation of the school.

'Nurturing spirituality, creativity and excellence'

I can do all these things through Christ who strengthens me – Philippians 4:13

Approved by:	LGB	Date: July 2021
Last reviewed in:	June 2021	
Next review due by:	June 2023	

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Introduction

In England, attendance at school is a legal requirement for children and young people between the ages of 5 – 16 years*. Children and young people are entitled to formal education during this phase of their lives and even a small number of absences can cause pupils to fall behind in their learning making it more difficult for them to sustain progress and achieve their full potential.

Schools must meet for at least 380 sessions or 190 days during any school year to educate their pupils.

During the Covid-19 pandemic, schools have successfully incorporated online and remote learning to maintain the continuous provision of education to their pupils.

Parents and carers have a legal responsibility to ensure that every child is in full-time education between the ages of 5 and 16. Unless families have chosen elective home education (or home schooling) this means attending school daily.

*Pupils can leave school on the last Friday in June if they will be 16 by the end of the summer holidays. They must then do one of the following until they're 18:

- stay in full-time education, for example at a college
- start an [apprenticeship](#) or [traineeship](#)
- spend 20 hours or more a week working or volunteering, while in part-time education or training

Aims and Objectives

It is our responsibility as educators to do all we can to encourage and reinforce the requirement for daily school attendance and we will support parents to ensure their children attend regularly. We give high priority to conveying to parents and pupils how important this is. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible.

We are committed to:

- Promoting and modelling good attendance behaviour and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled or as much of it as they can access due to medical conditions
- Ensuring equality and fairness of treatment for all
- Implementing our policies in accordance with the Equality Act 2010
- Early intervention to address patterns of absence
- Working with other agencies to ensure the health and safety of our pupils

Legal Framework

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- > Part 6 of [The Education Act 1996](#)
- > Part 3 of [The Education Act 2002](#)
- > Part 7 of [The Education and Inspections Act 2006](#)
- > [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)

> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Other DfE guidance

- Parental responsibility measures for school attendance and behaviour
- Equality Act 2010
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Keeping children safe in education'
- DfE (2021) 'Keeping children safe in education' update post EU Exit
- DfE (2020) 'School attendance' and updates due to Coronavirus
- How to complete the educational setting status form (2020)
- Education (Pupil Registration) (England) (Coronavirus) (Amendment) Regulations 2020
- Addendum: recording attendance in relation to coronavirus (Covid-19) during the 2020 to 2021 academic year

Policy

There are many reasons why a child may be absent from school, such as illness, medical appointments or emergencies. However, poor school attendance will have an impact on a child's learning, and it can put children in danger of crime, anti-social behaviour or exploitation. It also negatively affects their school, their teacher and the rest of their class. Pupils can only be absent from school if they are ill or, in exceptional circumstances which the headteacher has agreed in advance. You can view the [national regulations on school attendance and absence](#) and [parents' legal responsibilities](#) in more detail on the GOV.UK website.

This policy sets out the procedures in place at Weston All Saints C of E Primary School to promote high levels of attendance by our pupils and to fulfil our safeguarding duty.

Roles and Responsibilities

The Local Governing Board has overall responsibility for:

- monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy
- ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy as outlined in the Partnership Trust's Complaints Policy
- having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children

The Headteacher is responsible for :

- the day-to-day Implementation and management of the Attendance Policy at WASPS
- monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices where necessary

The Attendance Officer (supported by members of the Office Team) will:

- Maintain a record of pupil attendance on the school's computer system
- Monitor attendance data across the school and at an individual pupil level
- Report concerns about attendance to the Headteacher or Deputy Headteacher
- Work with Education Welfare Officers to tackle persistent absence
- Arrange calls and meetings with parents to discuss attendance issues

- Advise the Headteacher when it may be appropriate to issue fixed-penalty notices
- Contact parents/carers as necessary about attendance
- Keep records and inform outside agencies as necessary to comply with local and national policy and procedures
- Store messages / notes from home on SIMS
- Send out attendance concern letters as instructed by the Headteacher or Deputy Headteacher
- Correct any inaccuracies which may occur in the attendance register

Teachers will :

- Record attendance on a daily basis, using the correct codes, and submit this information to the School Office
- Keep an accurate and up-to-date attendance register of their class
- Liaise with administration staff over any queries
- Keep records of pupils who arrive late and note down any details in planning books
- Liaise with a senior member of staff about attendance concerns
- Inform the administration staff if they receive any communication that a pupil will need to leave the school premises part way through the day by prior arrangement e.g. for a medical appointment
- Discuss the impact of low attendance on learning with families at progress and review meetings where appropriate

The Senior Leadership Team will:

- As and when the need arises, enable attendance and lateness to be discussed and appropriate action to be taken

Staff, including teachers and support staff, are responsible for:

- Following the Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated

Parents and those with parental responsibility are expected to:

- Contact the school on the first day of their child's absence with a description of the symptoms that the child has as early as possible, but before 9.30am
This can be done out of hours by email : attendance@wasp-school.org.uk or by leaving a message on the answerphone or telephoning after 8.45am when the school office is open
- Inform us in advance of any planned absences e.g. hospital or doctor appointments. Where possible we request that medical / dental appointments are arranged for out of school hours but we recognise that during the Covid-19 pandemic access to any medical appointments has become extremely difficult.
- Sign their children in at the School Office if they arrive late and notify us of the reason for late arrival
- Keep close contact with the school if a pupil is on extended leave due to ill health
- Take responsibility for the attendance of their child during term-time
- Promote good attendance behaviour and ensure that their child attends school every day

Training of staff

Weston All Saints C of E Primary School recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction and ongoing training as part of their continued professional development.

School procedures

Taking the Register

The school attendance register is a legal document and must be marked accurately. Schools must take a morning register and afternoon register and record the attendance or absence of every pupil, including the reason for any absence and whether it is authorised or unauthorised. A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order.

At Weston All Saints C of E Primary School we use an electronic registration system (SIMS) to register pupils.

This register records whether pupils are:

- present
- absent
- attending an approved educational visit
- unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person who made the amendment

Parents / carers provide reasons for absence and the school must decide whether or not they justify authorisation according to government guidelines. Any absences are regarded as unauthorised absences if no satisfactory explanation is given in a note, by email or telephone message from the parents/carers.

Only the Headteacher can officially authorise an absence, but unless there is a concern, the staff will usually do this on their behalf. The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. See appendix 1 for the DfE attendance codes.

Attendance and punctuality data is recorded and will be passed on to a pupil's future school as necessary.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Punctuality

Pupils who arrive after 9.00am will be registered as late (code **L**)

At 9.30am the registers will be closed and pupils arriving after this time will be marked late (code **U**).

A Pupil Signing in Late system is kept in the school office.

School Office staff will sign in any pupils who arrive late and will record the reasons for lateness.

This additional attendance information will be used alongside the class registers in case of a fire.

This information is also recorded in the SIMS electronic system.

Persistent lateness will be brought to the attention of the Headteacher or one of the Senior Leadership Team.

Minutes late per day	Equivalent of missing
5 minutes	3.4 school days per year
10 minutes	6.9 school days per year
15 minutes	10.3 school days per year
20 minutes	13.8 school days per year
30 minutes	20.7 school days per year

During the Covid-19 pandemic, arrival times have been extended and staggered in order to enable families to maintain social distancing guidelines.

Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent/carer
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

If no message or explanation has been received for a pupil's absence, the Attendance Officer or other designated member of staff will try to contact the parent / carer to ascertain the reason.

On contacting the pupil's family, they will be informed that for every day the pupil is absent the family must contact the school to inform them of the pupil's progress. If they do not make contact, then the school will contact them each and every day of absence.

If the Attendance Officer is unhappy with the reasons given for a pupil's absence, then the Headteacher or one of the Senior Leadership Team will be informed of any concerns and will follow up with the pupil's family.

If the Attendance Officer is unable to make contact with the family to provide an explanation for an unexplained absence a member of the Senior Leadership Team will be informed.

A letter may be sent to the parents / carers. If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

In the event of persistent non-attendance and non-response, the school will organise a meeting with regard to that pupil's attendance inviting parents and relevant professionals. The meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance. The plan will be reviewed to consider if targets have been met and attendance improved.

Pupil Absence Monitoring

At the end of each term, the Headteacher will review attendance using reports from SIMS. It will be used to inform individual pupils' families of any patterns developing. The information will also be used to inform the Senior Leadership Team and School Governors.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Authorised and unauthorised absence

"Leave" in relation to a school means leave granted by any person authorised to do so by the governing body or proprietor of the school. The Headteacher will only consider authorising an absence during term time where an application has been made in advance and where they are satisfied that there are exceptional or special circumstances to justify the request. Please complete the Absence request form in Appendix 4.

The DfE now states that leave of absence requests for holidays should not be granted. It is acknowledged that occasionally, due to individual needs, the Headteacher may apply special consideration to requests for compassionate leave. Please complete the Holiday Request Form in Appendix 5 in this situation.

It may be necessary for the school to ask the parent/ carer to provide the school with written evidence of the reason for absence e.g. appointment cards, medical certificate or a letter from the GP.

If there is an extended period of absence due to medical reasons the school may ask for parental permission to contact the child's GP to confirm that the medical condition prevents the child from attending school and to establish a possible return date for the child.

Examples of Authorised Absences:

- Genuine illness of the pupil
- Hospital / dental appointment for the pupil
- Death of a near relative
- Religious observance (Faith of the parent / carer)

Examples of Unauthorised Absence:

- Sickness of a parent or other family member
- Inadequate clothing for school
- Child being used as a carer
- Problems with transport
- Non urgent medical treatment – e.g. dental check-up, doctors' appointments for minor ailments (these should be made after 3pm when school finishes). **We recognise that it is extremely difficult for families to access any medical appointments during the Covid-19 pandemic.**
- School refusal or truancy
- A birthday treat or shopping trip
- Family holiday

Absence during the school day

If there is a genuine reason why a pupil must leave during the school day, the parent / carer must provide the school with information about the absence in advance or if the absence is unexpected, must contact the school with an explanation. The Headteacher will need to authorise this before the pupil is collected.

If a pupil is too unwell to remain at school, the Headteacher will arrange for the family to collect their child/children.

In **every** case the pupil must be collected by a parent or carer and signed out at the School Office.

Pupils are not permitted to leave the school premises during the school day, either alone or with friends, under any circumstances.

Strategies for promoting attendance / punctuality

The Headteacher will monitor the completion of the registers and absence rates and will arrange for a letter to be sent out to parents if a child is persistently absent from school or arriving late.

Attendance statistics are monitored by the Headteacher and the Governing Body and reported to the Local Authority. The target for attendance is 97%. Opportunities to maintain awareness of the need for punctuality and attendance are conveyed to parents via newsletters and the school website.

Parents will be kept informed of all concerns regarding their child's punctuality and attendance. Any issues which may cause a pupil to experience attendance difficulties will be investigated by the school through meetings with the child and the parent(s) / carer(s). It is intended that, through positive discussion, a solution to improve attendance may be reached. Specific targets may be set for improvement. Parents/carers receive an attendance sheet for their child with their end-of-year report.

Reporting Non-Attendance

In addition to the procedures set out above, the school will report pupils' attendance and unauthorised absences to homes in accordance with the legal requirements outlined by the Government.

Sanctions for persistent lateness and non-attendance

A referral can be considered to the Children Missing Education Service in line with the B&NES School Handbook for CMES. A Penalty Notice can be considered for unauthorised leave of absence taken without permission. It will be requested by the Headteacher after consultation with the Chair of Governors. A Penalty Notice can also be considered for any unauthorised absence where there is no justifiable cause.

If your child misses school because of an unauthorised holiday, each parent may get a penalty notice for each child*. The fine for each notice is £120, with 28 days to pay (reduced to £60 if you pay within 21 days). If you don't pay your fines, this could lead to prosecution, which could lead to penalties that are higher than the original fines, and other sanctions imposed by the court.

There is no statutory right of appeal against the issuing of a Penalty Notice. The Local Authority may impose an Education Supervision Order, Parenting Contract or Parenting Order in certain circumstances.

School closures

When the school has planned in advance to be fully or partially closed, for example due to an INSET Day or severe weather, the code '#' will be used for the relevant pupils who are absent.

This code will also be used to record year groups who are not due to attend if the school has set different term dates for different years, e.g. induction days.

Term-time leave

At Weston All Saints C of E Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

- The Headteacher is unable to authorise holidays during term-time.
- The Headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications must be made in advance and the Headteacher must be satisfied by the evidence which is presented, before authorising term-time leave.
- The Headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the Headteacher.
- Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- Requests for leave will not be granted in the following circumstances:
 - immediately before and during assessment periods;
 - when a pupil's attendance record shows any [unauthorised absence](#);
 - where a pupil's authorised absence record is already above **10 percent** for any reason.
- If parents take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as penalty fines.

Parents/carers should complete the form in Appendix 4 to apply for leave in exceptional circumstances.

School Refusal

School avoidance, or refusal, happens when a child becomes increasingly upset or anxious about attending school. This can cause major conflict at home. Typically, there may be regular early morning arguments or tantrums, refusing to get out of bed or get dressed, or repeated claims of minor illnesses.

Children may refuse to go to school for many reasons, including the following:

- Social anxiety disorder, or other mental health issues

- Experience of bullying, discrimination or harassment at school
- Academic problems
- Conflict with teachers or school friends
- Family problems at home

In cases of regular or repeated school refusal, we will work closely with families to investigate the exact problem. This may include talking to members of staff and other pupils, where appropriate. We will deal with each case on an individual basis, and work with families to identify the correct support to help deal with the problem.

Missing children

The following procedures will be followed in the event of a pupil going missing whilst at school:

- the member of staff who has noticed the missing pupil will inform the Headteacher immediately
- the office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- a member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher
- the following areas will be systematically searched:
 - ✚ all classrooms
 - ✚ all toilets
 - ✚ the school grounds
- available staff will extend the search to the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted
- if the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- the school will attempt to contact parents using the emergency contact numbers provided
- if the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- the missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The Headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred
- Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy
- Prolonged periods of unauthorised absence without contact will be handled in accordance with this policy
- A written report will be produced and policies and procedures will be reviewed in accordance with the outcome

Religious observances

- Parents are required to inform the school in advance if absences are required for days of religious observance for their own faith. *A copy of this absence request form can be found in Appendix 5.*

- Parents are required to inform WASPS in advance if they wish for their child/children to be excused from church services taking place in Weston All Saints Church. Pupils are expected to study at home for the duration of the church service and return to school promptly. *A copy of this absence request form can be found in Appendix 5.*

Appointments

As far as possible, we prefer parents to book non-urgent medical and dental appointments outside of school hours.

Where this is not possible, a medical appointment form (see Appendix 6) should be completed and sent to the School Office.

If the appointment requires the pupil to leave during the school day, parents must collect their child/ren from the School Office and sign them out and back in if returning during the school day.

Pupils will attend school before and after the appointment wherever possible.

Modelling, sport and acting performances/activities

A leave of absence may be granted by the Headteacher for a pupil to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. This process may take up to 21 days.

Where the license specifies the dates that a child is to be away from school to perform, then the Headteacher should authorise those days. However, where the terms of the license do not specify dates it is at the discretion of the Headteacher to authorise leave of absence. Headteachers should be sympathetic to requests that are supported by a licence, as long as the school remains satisfied that this will not have a negative effect on a child's education.

Young carers

The school understands the difficulties that face young carers.

The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school so that support can be put in place for the child.

The school takes a caring and flexible approach to the needs of young carers and each pupil's situation will be dealt with on a case-by-case basis, involving other agencies if appropriate.

Monitoring and review

The school monitors attendance and punctuality throughout the year.

Weston All Saints C of E Primary School's attendance target is **97 percent**.

Details of our absence levels can be found on our website.

This policy is reviewed every year by the Headteacher, (in light of changes from KCSIE).

Any changes made to this policy will be communicated to all members of staff and parents.

Links with other Policies

This policy will be implemented in conjunction with the following school and Trust policies:

- Child Protection and Safeguarding Policy

- Complaints Policy
- Behaviour Policy
- Supporting Children with Medical Conditions
- Children with health needs who cannot attend school

Publication of Information

This is not a confidential document and may be viewed on the school's website.

Monitoring and review

This policy is reviewed every year by the Headteacher and the Designated Safeguarding Lead

Policy Revision History

Policy version	Author	Approval
V.1 2017	Mrs S Badger	Comenius Trust
V.2 2018	Mrs V Ledbury	
V.3 2021	Mrs H Folkes	Local Governing Body July 8 th 2021

Appendix 1

Attendance Codes

- / = present in the morning;
- \ = present in the afternoon;
- L = late arrival before the register has closed;
- C = authorised absence;
- E = excluded but no alternative provision made;
- H = authorised holiday;
- I = illness;
- M = medical or dental appointments;
- R = religious observance;
- B = off-site education activity;
- G = unauthorised holiday;
- O = unauthorised absence;
- U = arrived after registration closed;
- N = reason not yet provided;
- X = not required to be in school;
- T = Gypsy, Roma and Traveller absence;
- V = education visit or trip;
- P = participating in a supervised sporting activity;
- D = dual registered – at another educational establishment;
- Y = exceptional circumstances;
- Z = pupil not on admission register.
- X = Not attending in circumstances relating to coronavirus (COVID-19)**

Not attending in circumstances relating to coronavirus (COVID-19) For the school year 2020 to 2021, several new categories have been added to record instances when a pupil is ‘not attending in circumstances relating to coronavirus (COVID-19)’ to enable tracking of the virus (see below).

Appendix 2

The educational setting status form to record attendance during Covid-19.

This data will help the government monitor the impact of coronavirus (COVID-19) on settings, focus support more effectively and keep children safe.

Recording non-attendance related to coronavirus

We have defined a set of sub codes for schools to use to consistently record non-attendance related to coronavirus and help them to complete the educational settings status form.

The set of sub codes to record non-attendance related to coronavirus are:

Code X01: Non-compulsory school age pupil not required to be in school

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms

Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) inside the school setting

Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) outside the school setting

Code X05: Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)

Code X06: Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend.

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice.

Code I01: Illness

Code I02: Illness Confirmed case of coronavirus (COVID-19)

Appendix 3

Attendance During the Coronavirus (COVID-19) Pandemic

From September 2020, all pupils will be required to attend school. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest Government guidance to set out the additional measures that have been put in place to support pupils' attendance at school. **At WASPS drop-off and pick-up times have been extended to ensure that social distancing can take place.**

Attendance expectations from September

From the beginning of the 2020/2021 academic year (September), attendance is mandatory for all pupils. From September, the usual rules on school attendance (as set out in the main body of this policy) will apply, including:

- parents' duty to ensure that their child attends school regularly;
- the school's responsibility to record attendance and follow up absence, in line with the procedures in the main body of this policy;
- the availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

Shielding or self-isolating pupils

Shielding advice for all adults and children paused on 1 August. This means that pupils who were shielding can return to school, as can pupils who have family members who were shielding.

Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Parents should inform the school of any particular measures that need to be in place to ensure their child can return to school safely.

The school understands that there will be occasions where some pupils may not be able to attend school due to Coronavirus, including for the following reasons:

- they are self-isolating and have symptoms of Coronavirus or a positive test result themselves, or because they are a close contact of someone who has Coronavirus;
- rates of Coronavirus in the local area have risen and certain individuals are asked to temporarily shield.

Absences relating to pupils following clinical and/or public health advice will not be penalised.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Remote Learning Policy.

Reluctance to return to school

Parents will be advised to contact the school if they have concerns about their child returning to school. If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school.

Monitoring attendance

The Headteacher will monitor the school's attendance rates once the school is open to all pupils in September.

Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to reengage affected pupils with the school.

WESTON ALL SAINTS CE PRIMARY SCHOOL REQUEST FOR ABSENCE OTHER THAN A HOLIDAY

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

Please ensure that you have read the school's attendance policy.

This form must be completed and returned to school no less than two weeks before the planned absence

Child's NameClass :

I would like to take my son/daughter out of school:

Dates: From.....to.....

The absence is because:.....

.....

.....

Signed :(Parent/Guardian) Date :

Relationship to Child :

Authorised by :(Headteacher) Date :

Dear Parent/Guardian

RE: (Child's Name) Class :

CURRENT ATTENDANCE %

Further to your recent request for leave of absence.

Leave of absence authorised betweenand
Please ensure that your child returns to school promptly following the planned absence as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school betweenand will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice of up to £120 (S.444(1) Education Act 1996).

Signed :(Headteacher) Date :

WESTON ALL SAINTS CE PRIMARY SCHOOL

Broadmoor Lane, Weston, Bath, BA1 4JR

REQUEST TO TAKE A SCHOOL CHILD ON HOLIDAY DURING TERM TIME

PLEASE REMEMBER

Detailed reasons **must** be given about why the holiday needs to be taken during a school term.

Your child's attendance record will also be taken into account when a decision is being made.

Parents do not have an automatic right to withdraw pupils from school for a holiday and, by law, have to apply for permission in advance.

This form must be completed and returned to school no less than two weeks before the planned absence.

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

CHILD'S NAME : **CLASS :**

I would like to take my son/daughter on holiday from :

Date of First Day of Holiday	
Date of Last Day of Holiday	
Total No of School Days	

This holiday must be in term time because :

.....

 (continue on separate sheet if necessary)

Signed : (Parent/Guardian) Date :

Relationship to Child:.....

Authorised by : (Headteacher) Date :

Dear Parent/Guardian

RE : (Child's Name) Class :

CURRENT ATTENDANCE %

Further to your recent request for leave of absence.

Leave of absence has been authorised between and
 Please ensure that your child returns to school promptly following your holiday as failure to do so may result in their removal from the school roll.

Leave of absence has been refused. Any absence from school between and will be marked as unauthorised and as such may be referred to the Educational Welfare Service.

Signed : (Headteacher) Date :

WESTON ALL SAINTS CE PRIMARY SCHOOL

MEDICAL APPOINTMENTS DURING THE SCHOOL DAY

INFORMATION FOR SCHOOL ATTENDANCE RECORD

My child : (please print)

in Class :

has to attend (please give details e.g. hospital, dentist, optician) :

.....

.....

on (date)

at (time)

Signed : (Parent or Guardian)

Date :

Please return this Form to the School Office **prior** to the appointment.