



Hollinsclough C of E Academy

Attendance Policy: 2016

Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community.
We guarantee accessibility and availability to all.'*

Developing potential

Pre-amble

Our academy is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

We continuously strive to ensure that everyone in our academy is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability.

We provide an inclusive and creative curriculum, which will meet the needs of all its pupils including those with disabilities, special educational and / or additional needs, from all cultural backgrounds and faiths and pupils with English as an additional language.

This policy should be read in conjunction with our Flexi-schooling policy and its Memorandum of Understanding; the two together will add a further tier to how attendance is managed and how the register is maintained.

Policy aims

This policy aims to safeguard children by ensuring that they attend school regularly and when they do not attend, school is aware of the reason for absence. By law, parents are required to ensure that their children of compulsory school age who are registered at school attend regularly. Absence should only occur when a child is unfit to learn, or has a day of religious observance.

This policy has due regard to the **DfE Departmental Advice on School Attendance – November 2013 (DFE-00257-2013)** which summarises legal powers and duties that govern school attendance.

These requirements are contained in:

- **The Education Act 1996 – sections 434 (1) (3) (4) and (6) and 458 (4) and (5)**
- **The Education (Pupil Registration) (England) Regulations 2006**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2010**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2011**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2013**

Arrival and registration

All children should be in class by 8.45am each day for registration. We accept that our rural location can present travel and other linked timing issues and to assist with this we will accept children in the building from 8.15am.

The law requires all schools to have an admission register and, with the exception of schools where pupils are boarders, an attendance register. The register is taken twice a day. A day counts as two attendances.

The morning register closes at 9.30am. If a child arrived after initial registration point up to the close of the register they will be marked as **late**. The afternoon register is taken at 1pm. No children currently go home for lunch so afternoon lateness should not be a problem except for those who may have missed the morning session due to a medical appointment. The afternoon register will close at 1.30pm.

It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in at the office. The class registers will be amended to reflect a child's attendance and it is vital it is kept up to date in case of fire.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

Flexi-schooling – (also see policy) (B and C Codes)

The **Education Act 1996 (Section 7)** clearly states that it is the Duty of Parents to secure education of children of compulsory school age, either by regular attendance at school or otherwise.

We provide a legal option for parents who wish to combine home education with regular attendance at school. Our regular attendance at school consists of a minimum of 3 core days – Tuesday, Wednesday and Thursday.

When a child attends school the standard marks are used to indicate said attendance. When the child is being taught at home either the B code or C code is used.

The use of the B code indicates that the child is being taught inline within the framework of the National Curriculum offered by our academy, but under the control and responsibility of the parent.

If the C code is used this reflects that the parent is following their own scheme of work at home or elsewhere, again under the parents control and responsibility.

With regard to parents control and responsibility – this is reaffirmed by signatures within the Flexi-schooling Memorandum of Understanding.

Other codes used are in line with common practice nationwide.

Attendance levels

The Principal will inform parents if attendance is becoming a concern.

Children with the highest attendance percentage will receive a cup at the end of the year. At the end of the summer term, parents will be provided with an attendance report as part of their child's annual report.

Holidays in term time (G and H Codes)

Holidays in term time are not an entitlement and are strongly discouraged by the Government, Local Education Authority and the Academy.

Parents who have exceptional circumstances to be considered should make an appointment to discuss this with the Principal well in advance.

Parents should be aware that term time holidays are not an automatic right.

Holidays will not be authorised during SATs week for Y6 pupils.

Education authorities have the power to issue fixed penalty notices if a pupil has more than **5 days / 10 sessions** of unauthorised leave a term.

Work will not be set for completion during the holiday, but children should be encouraged to read and keep a diary of their experiences; holidays can be an excellent source of extended learning.

*Parents who decide to take a holiday without permission will incur **unauthorised absences** for their child. These remain on a child's record and are monitored for further action by the Education Welfare Officer, and could result in court action and a fine.*

*If a pupil does not return to school within ten days of the agreed return date after a family holiday in term time, then the school will consider removing the child from the school roll by referring the pupil to the Local Authority **Children Missing from Education** Team. The school has the right to do this under government legislation.*

Process for requesting holiday absence

- By law applications must be made by a parent normally residing with the child.
- Parents should seek permission for authorised holiday absence before making firm bookings / arrangements / payments for your holiday.
- Applications should be made in writing to the Principal at least 1 month before the absence is due to begin. The requests should be sent to the academy office.
- Absence will not be granted retrospectively.
- After consideration of the above criteria, the Principal will in writing, advise the parent of either a refusal with reference to why the holiday request is declined, or an authorisation granting the absence.

Arrangements for absence in other circumstances

Illness and Medical appointments (I and M Codes)

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school at the earliest time after the appointment, or the appointment timed to minimise disruption to the school day i.e. close to the end of the morning session or prior to the end of the school day in the afternoon.

The academy office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence. If parents have not contacted school, they will receive a text message asking them why the child is not at school. Unexplained absences will also be followed up by letter. Parents will be reminded of the importance of good

attendance and punctuality in newsletters, or more frequently if their child's attendance is causing concern.

Exceptional circumstances: (Y Code)

Sudden, serious circumstances do occur, rarely, when it is impossible for a family to bring a child to the academy. It is essential that academy office is informed by the parent of the circumstances so that the appropriate code can be written in the register.

Other circumstances

A range of other circumstances can occur to which a code is applied – but these are rarely used.

Equality Duty

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

British Values

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

Whilst with us, our parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with a respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

Implementation of this procedure / policy

Our academy will manage implementation of this procedure / policy with the support and guidance of the appropriate body / bodies as defined at the time of writing.

General

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed...



Designation: Chair of Governors

Date... March 2016

Signed...



Designation: Principal

Date... March 2016

This procedure / policy is to be reviewed by Governors / Trustees during Autumn term 2017