



## Colgate Primary School Attendance Policy

OUR VISION: Working Together to be our best

<b>Approved by:</b>	Colgate Full Governing Board	<b>Date:</b> July 2021
<b>Last reviewed on:</b>	July 2021	
<b>Next review due by:</b>	July 2023	

At Colgate Primary School:

- We make learning fun and enjoyable
- We value, care for and respect each other
- We develop successful, independent learners

This policy is intended to ensure consistency across the school in terms of uniform recording of children's attendance in line with education law.

### **The Law**

All children of compulsory school age (5 – 16) should receive suitable education, either by regular and punctual attendance at school or through other arrangements. If a child is registered at school, parents have the primary legal responsibility for ensuring that their child attends regularly. Registers are legal documents, which may be required in a court of law, for example as evidence in prosecutions for non-attendance.

The Education (School Day and Year) (England) Regulations 1999 state that the school must provide education for 190 days.

## Official school hours at Colgate Primary School

08.40 am to 3.15 pm

### Agreed registration procedures at Colgate Primary School

- The register is taken in each class at the beginning of the morning session and again at the beginning of the afternoon session, in accordance with Education Welfare guidance. The register is shut at 9am and at 1.15pm. Children arriving between 8.45 and 9am will be marked as late. **Arrival at school after 9am is considered to be an unauthorised absence.**
- Lateness after 9am, considered to be unauthorised absence, will be monitored to the same level as absence. Regular patterns and high levels of lateness will be referred to The Pupil Entitlement Team. Parents and Carers of children who regularly arrive after the official school start times will be contacted to bring their attention to the amount and regularity of lateness and the impact of this on the child's education and wellbeing.
- Registers are taken using SIMS. When the register is shut at 9am the School Administrator checks that a reason has been supplied for each child who is absent or late. During the morning, the parents of any children who have not arrived at school are telephoned to confirm the safety and whereabouts of the child, unless we have received prior notice that a child will not be present or will be late.
- The School Office Administrator will confirm the correct code for each absence in order to retain consistency throughout the school.
- On the first morning of absence, parents/carers are required to telephone the school. If the child is absent for more than a day, it is the parents or carers responsibility to keep the school informed of the situation. A confirmation note is not a legal requirement but is preferable.
- If no explanation for an absence is received the children's parents or carers will be contacted. If no satisfactory explanation is received the absence will be recorded as unauthorised. If a child is absent for more than three days without a satisfactory explanation or communication from the parent or carer then the Designated Safeguarding Lead will contact the Children Missing in Education Team and MASH.
- As advised by the Pupil Entitlement Team, there are generally 3 reasons for authorised absence: Sickness/Medical/Religion. Any other reason will usually be recorded as unauthorised other than exceptional circumstances as authorised by the Headteacher.
- Any child arriving late or returning from an appointment must report to the office in order that the register can be updated accordingly.
- Any child sent home unwell must be collected from main reception and be signed out by the collecting Parent or Carer overseen by a member of the office team.
- Any child leaving the premises during the school day must be collected by an appointed adult. They will not be allowed to leave the school unaccompanied.
- Due to Department of Education Pupil Registration Regulations 2006, **Headteachers may not grant any leave of absence during term time for family holidays.** Leave of absence may only be granted in exceptional circumstances. Parents are reminded not to plan holidays during term time but if it is essential then an Absence Request Form must be completed, with a minimum of one week's notice.

- The Governing Body does not allow the Headteacher to authorise absence for a Year 6 child during the Statutory Test week in May.
- Requests for extended absence during term time may be referred to the Governing Body for consideration and approval.
- Individual attendance levels from September up until the second to last week of Summer half term are published on each child's annual report.
- The school will work closely with the Pupil Entitlement Team. The expected level of attendance in Primary schools is 95% and children whose attendance level is below this will be discussed at regular inspection meetings with the parents or carers and the Pupil Entitlement Team.
- If attendance falls below 90% without adequate justification, the Headteacher may make a referral to the Pupil Entitlement team who may issue a Fixed Term Penalty Notice or alternative legal action, after referral to the Governing Body for discussion.

**Following agreed procedures and acting promptly when necessary will lead to improved attendance and punctuality thereby improving the children's opportunity to learn.**

**HEAD TEACHER: R. Winn**

**ACTING CHAIR OF GOVERNORS: Mr T. Lintern**

**DATE: 15.7.21**

**REVIEW DATE: July 2023**