



HAVERIGG PRIMARY SCHOOL

ATTENDANCE POLICY

September 2020

Please note there are further attendance requirements linked to Covid-19

(See addendum)

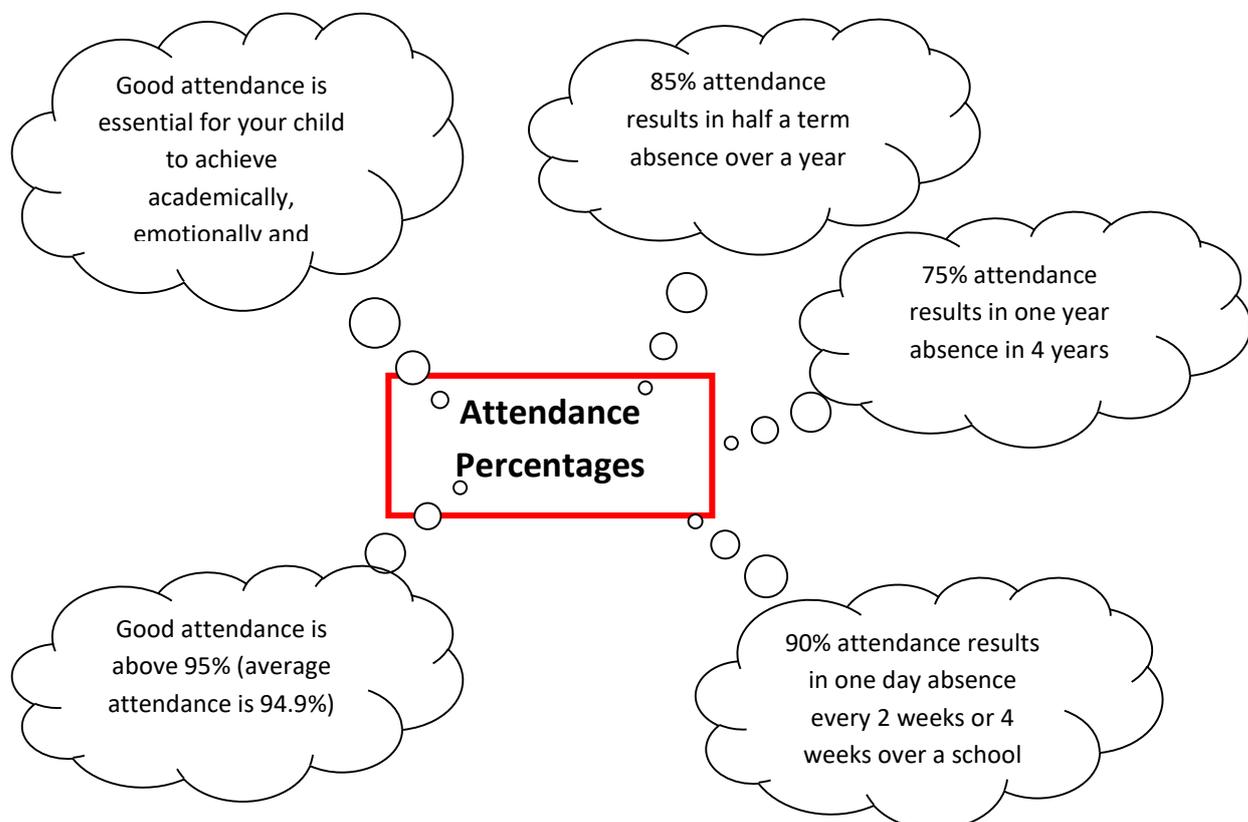
What is considered good attendance? Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. A child's attendance at school is expected to be above **95%**. Anything that is below this needs to be addressed by school to ensure attendance improves. We are very keen to ensure that all children attend school regularly as it is important for friendships and academic progress/success.

What is an acceptable absence? An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason. We understand that an absence maybe for a range of reasons including illness but it is very important that we are alert to any attendance that falls **below 95%**. **Below 90%** is classed as persistent absence and additional agencies may then be involved to ensure attendance improves.

We monitor attendance and send out letters to parents whose child's/children's attendance falls **below 95%** in the hope that this information will help improve attendance. Termly analysis will also be completed to support ongoing good attendance.

Unauthorised term time holidays are still the main reason for lower attendance and **you are strongly urged to avoid booking a family holiday during term time. Parents do not have any right or entitlement to take their child out of school for a term time holiday.** Following government guidelines, we can only grant leave for exceptional circumstances and each request will be judged individually.

Please note that unauthorised leave of absence could and is ever more likely to result in legal action and a Penalty Notice being issued. It is also important to note **that regular school attendance is a legal requirement and has to be taken seriously by all.**



Staff and parents will work together to ensure good attendance.

Parents will:

- Ensure that their child arrives at school on time;
- Ensure any child arriving after the start of school accesses school via the main entrance;
- Contact the school on the first day of any absence before 9.30am (reasons will only be accepted from parents/carers of child concerned);
- Contact the school in advance if their child will be absent for any reason (eg medical appointment);
- Ensure all contact details are up to date and provide at least 2 additional emergency contacts

Covid-19 – additional requirements are in place for covid-19 related absences.

School will:

- Take registration each morning and afternoon (2 sessions per day);
- Consistently record reasons for absence and indicate if absence is authorised or not;
- Record an attendance as 'late' after 9am; (arrival after 9.30am is deemed 'late after registers close' and is classified as an absence for the morning session);
- Contact parents/carers on the first day of any absence if no reason is given by 10am.

Covid -19 Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil schools' responsibilities to record attendance and follow up absence the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19). Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19). To make sure schools record this accurately and consistently, we have made changes to the regulations governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'. This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³ prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.