



## Attendance Guidance – 2017 2018

### Aim: -

All learners have an attendance of 97% or more.

### Leave of Absence

Parents/carers/carers will be aware that the regulations for leave of absence changed in September 2013 and that this will only be authorised in exceptional circumstances. The application must be made **at least 4 weeks** in advance with supporting documentation where appropriate. Parents/carers/carers are advised not to book a holiday without first putting your request in writing to the Executive Headteacher.

If parents/carers/carers submit an application for Leave of Absence for a holiday that is turned down, this means that the absence will be unauthorised. To avoid this unauthorised absence parents/carers will need to amend holiday arrangements.

If parents/carers do amend the holiday arrangements but their child is then unwell in the same period for which absence has been requested, or if parents/carers are unable to go on holiday because their child is ill, we can only change the unauthorised absence if we have medical evidence confirming the illness.

Unauthorised and authorised holidays will be counted as part of the child's absence percentage. Leave of absence will not be granted for learners who have higher levels of absence in the current and/or previous academic year. If a leave of absence is granted, the number of days is at the discretion of the Executive Headteacher.

Unauthorised absence due to holidays will incur a fine if the student's attendance is below 95%.

### Religious Observance

Leave of absence for religious observance will only be granted whereby 'the day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, schools should seek advice from the parents/carers' religious body about whether it has set the day apart for religious observance.' (DFE – School Attendance, Nov 2013.). Leave of absence on religious grounds will not be authorised in the run up to Christmas on the basis of religious observance.

### Leave of Absence forms

Leave of absence forms are available from the campus reception desk. Parents/carers should complete the form **at least 4 weeks** in advance allowing time for the paperwork to be processed. The completed form should be returned to school via the reception or to the learner's class teacher/form tutor who will then pass the document to the office.



### **Illness / Absence (Telephone 01287 621010)**

Parents/carers should ring the campus before 9.00am on the first day of illness to notify the office staff of the reason that the learner will be unable to attend school. Unless we hear from you, the absence will be recorded as unauthorised. If we do not hear from parents/carers, we will continue to try to make contact regarding the absence as we are required to follow up unexplained or unexpected absences in a timely manner.

We require notification every other day of reason for absence if a learners' absence goes beyond two days. The reported absence message is an answering phone service and as such a message can be left at any time of day or night. The message left ought to include in order:

- Student name.
- Student form.
- Reason for absence.
- Anticipated return date

This should be followed up in all cases with a note to the Attendance Officer stipulating the reason for absence.

Learners' attendance is tracked and those falling below attendance targets of 97% will receive a letter from school. Parents/carers should not be offended by this; we are required to ensure that parents/carers are aware of children's attendance levels and any concerns over them.

(For Huntcliff) Students who are ill are not allowed to go home alone. A parent or designated person must collect them from school. If a parent cannot collect, the student must remain in school. If the student usually travels by public transport and the parent does not have a means of transport to collect, the student will be allowed to leave at the end of the school day to travel by public transport. It is the parent responsibility to arrange and pay for a taxi if they cannot collect and/or the student is clearly too ill to travel alone at the end of the day.

### **Attendance Liaison Officer**

Saltburn Primary School's Attendance Liaison Officer is happy to meet with parents/carers to support with any attendance concerns or issues which may be experienced.

### **Referral to the Attendance Welfare Officer**

When a learner's attendance continues to fall below expected levels the school will liaise with parents/carers to help address the issues. Parents/carers/carers may receive a letter and be invited to attend a meeting if this is appropriate; they may also request a meeting if that is the parents/carers' preference. Our aim is to support parents/carers to ensure that their child attends school regularly and punctually. If we can be of help in any way or direct parents/carers to an external agency to support you, this will be arranged. Parents/carers of learners' with continuing high levels of absence will be requested to provide medical evidence such as GP appointment cards when learners are absent.

Persistent absence is classed as attendance below 90%. As a last resort, if a learner's attendance does not improve and is below 90% the matter will be referred to the Attendance Welfare Officer and they will then liaise with parents/carers/carers to ensure that the learner's attendance does improve. This can result in court action if the low levels of attendance continue.



### **Children classed as missing in education**

A learner is classified as missing in education if they are absent from school for 10 days and we have received no information regarding the absence. If this situation arises as a school we are required to automatically refer to the Attendance Welfare Service who will then investigate the matter.

### **Arriving at school on time**

If children arrive later than the allotted time they need to enter and sign in via the main reception area giving a valid reason for being late.

### **Saltburn Primary School**

Children are asked to arrive on the main playground by 8.45am at which point their line will be taken into school by the class teacher. Any children arriving after this time but before 8.55am need to enter school through the Year 5/6 entrance. Children arriving after 8.55am need to be escorted to the Main Campus Reception and signed into school. Registration closes at 9.00am.

### **Huntcliff School**

1<sup>st</sup> bell will ring at 8:37 to remind students to make their way to registration.

2<sup>nd</sup> bell will ring at 8:40. Student entrance closes 8:40. Any arrivals after this time must come through main entrance and speak to Attendance Officer.

Students must be in form room by 8:40. Arrival after this will be classed as late.

If a student fails to attend registration it is classed as late.

If a student is late to form time a break detention will be issued for that day. Failure to attend break detention will result in lunch detentions.

### **Other important information (Huntcliff specific)-**

Going off-site: students will not be allowed to leave school alone to collect their PE kit, forgotten folders etc. A parent or designated person must bring these to school for them.

Exclusions: excluded students must be collected by a parent or designated person and be issued with exclusion documentation by senior staff and given opportunity to discuss details of exclusion at the time of collection.

Appointments: students are not allowed to leave the premises alone for doctors or dentist appointments unless parents/carers have given the school written authorisation in advance to do so.

Email or written notification should be forwarded to the Attendance Officer in advance or immediately regarding absence.

Abducting: if a student flees the school site, staff will ask the Attendance Officer to inform parents/carers and the police immediately and ensures they have the information to complete all details on the internal School Police Log Record.



**Key Contacts-**

If parents/carers have any queries regarding attendance or leave of absence they are advised to contact the following staff:

- Assistant Headteacher for Inclusion (Saltburn Primary) – Ms G Ash
- Assistant Headteacher for Inclusion (Huntcliff School) – Mr H Ainscough
- Attendance Liaison Officer (Saltburn Primary) – Mrs L Flynn/Mrs J Bishop
- Attendance Officer (Huntcliff School) – Mrs J Elliott