



Regular school attendance is extremely important. Without it, the efforts of teachers and schools will come to nothing. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them.

## **Roles and Responsibilities**

A child's attendance at school is the responsibility of the parent/carer.

If a child is unfit for school, the parent/carer should contact the school on the first day in person or by telephone. When the child returns, they must bring a written note signed by the parent/carer to explain the absence.

School records and monitors pupil attendance. If there are any concerns with pupil attendance, the school contacts parents/carers to discuss the issues.

A pupil's attendance record may be discussed at the Parent Teacher consultation meetings in October and March. Pupil's attendance is recorded on their end of year report; this shows the number of authorised and unauthorised absences.

## **What constitutes Authorised and Unauthorised absence?**

Authorised absences are those which the school agree are unavoidable, for example, illness, family bereavement etc. and absences for which leave has been granted e.g., medical appointments. **Where possible appointment letters from GPs/hospitals should also be forwarded to the school. If the absence is 5 days or more, medical evidence should be provided.**

Unauthorised absences are those which the school considers avoidable, for example, minor ailments, birthdays, shopping, day trips etc.

An absence is unauthorised until an acceptable written explanation is received.

Absences will not be authorised under any circumstances for Y6 pupils during, or in the lead up to, SATS. (From February to the end of May).

## **Holidays**

Under new DFE legislation as from 1 September 2013, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Family holidays are not regarded as exceptional circumstances, therefore any absence taken for holidays will be subject to a fixed penalty notice. From 1 September 2013 fines will be as follows:

£60 per child imposed to each parent if paid within 21 days



£120 per child imposed to each parent if paid within 28 days.

## **Lateness**

Registers are taken daily at 8.55am for juniors and 9.00am for infants. Pupils arriving after these times will be marked as late.

Pupils arriving late to school must report to the school office.

Registers are open for 30 minutes. Pupils arriving at school after the close of registers, without prior permission will have an unauthorised absence for that session.

## **Referral System**

School has a concern form that is completed by Office Staff or Teachers in cases of concern about attendance. The school will raise this concern with parents/carers of pupils with poor attendance. Pupils with attendance of 95% or less, or with an identified pattern of absence, will be referred to the Education Welfare Service. This may include sending letters home and arranging meetings with parents/carers.

Following the intervention of the Education Attendance Support Service, attendance targets for the pupil will be set. These will be reviewed regularly and if they are not met then a FIXED PENALTY NOTICE may be issued.

The Havering Code of Conduct (Penalty Notices) (England) determine that if a child of compulsory school age fails to attend school regularly over a given period, the parent/parents/guardian may be subject to a fixed penalty notice. From 1 September 2013 the notice is £60.00 fine for each child and imposed to each parent, if paid within 21 days. If unpaid the fine rises to £120.00 and if this is not paid within 28 days the LA have a duty to prosecute for the offence.