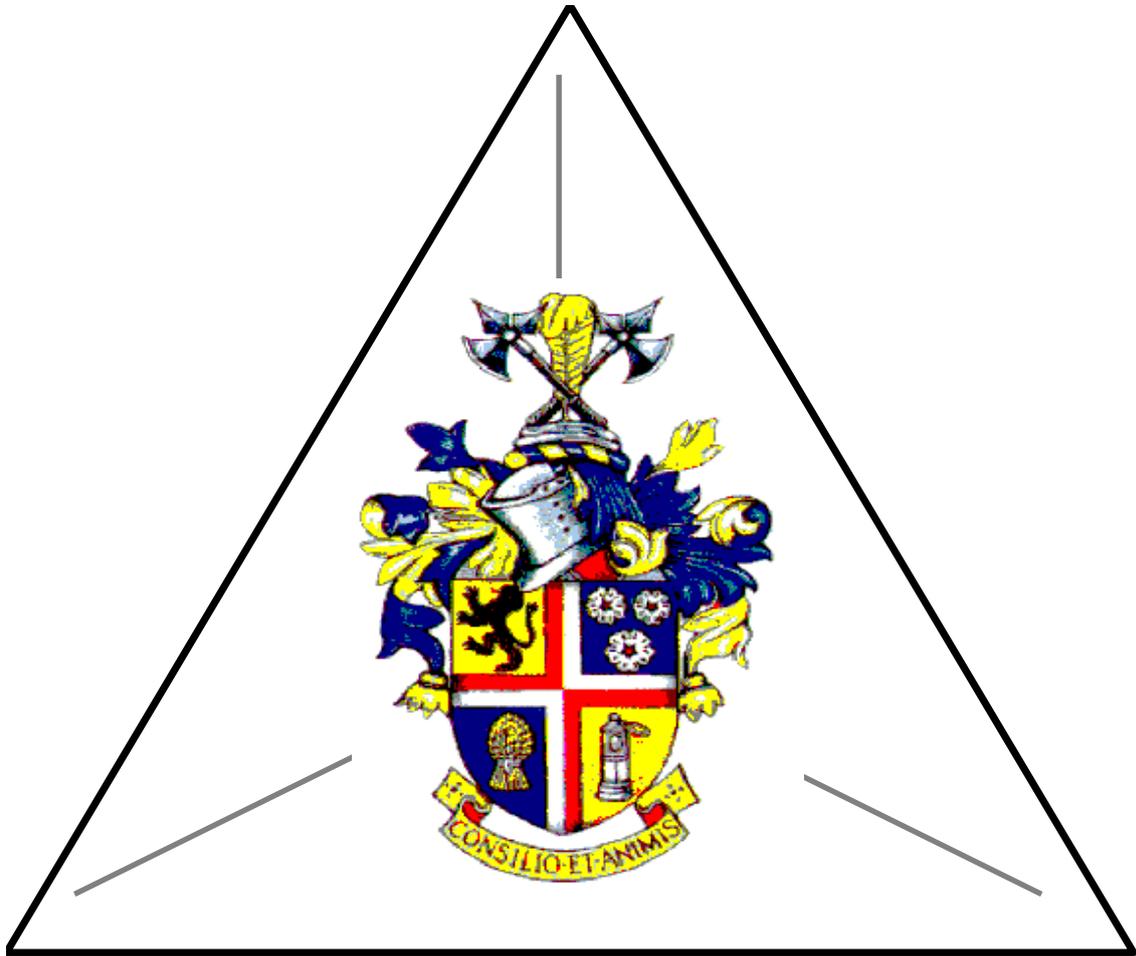


**FEATHERSTONE PYRAMID SCHOOLS'
ATTENDANCE POLICY**



Featherstone Pyramid

2015-16

MISSION STATEMENT

The Featherstone Pyramid is committed to providing a full and efficient education for all pupils. The schools believe sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the schools will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

AIMS

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of his/her opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

IMPACT OF LOST ATTENDANCE

Absence = Lost Learning			
100% Attendance	0 weeks of learning missed	WELL DONE Best chance of success!!	
95% Attendance	1 week, 4 days of learning missed		
90% Attendance	3 weeks, 4 days of learning missed	POOR ATTENDANCE I'm Worried	
85% Attendance	5 weeks, 3 days of learning missed		
80% Attendance	7 weeks, 3 days of learning missed	VERY POOR ATTENDANCE I'm seriously concerned	
75% Attendance	9 weeks, 1 day of learning missed		

EXPECTATIONS

We expect pupils to:

- Attend school daily.
- Arrive on time and be appropriately prepared for the day.

We parents to:

- Adhere to the Home/ School Agreement by ensuring their children attend school daily and punctually.
- Ensure that they contact the school as soon as reasonably practicable whenever their child is unable to attend (on the first day of absence).
- Ensure that their children arrive in school well prepared for the school day.
- Contact the school in confidence whenever any problem occurs that affects the pupil's attendance.

Parents and pupils can expect school to:

- Record and monitor attendance daily and with efficiency.
- Contact parents promptly when a pupil fails to attend school without providing good reason.
- Take prompt and confidential action on any problem notified to us.
- Reward good attendance using a variety of incentives.
- Work with a range of external agencies such as Behaviour Support Service or Educational Psychologists or Education Welfare Service.

Ofsted's expectations for Primary Schools

Below 94%	Low
94.1% - 94.8%	Average
94.9% - 95.6%	Above Average
95.7% upwards	High

NON-ATTENDANCE

When a pupil does not attend, the school will respond in a number of ways depending on the individual circumstances.

- For all pupils first day contact with parent(s) will be made if no message has been received.
- Where non-attendance continues, the case will be discussed with the Education Welfare Officer for the school and further action planned. This may, in appropriate cases, result in a referral to the Education Welfare Service (EWS).
- No improvement could result in legal action.

CATAGORISING ATTENDANCE

Only the school, in the context of the law **can authorise absence**, a note or explanation from parents does not guarantee authorisation. If any member of staff does not accept the explanation offered for absence as a valid reason then the matter will be referred to the Headteacher. Reasons for absence will be entered in the register by the appropriate code symbol.

Authorised absence

This is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Emergency medical appointments where proof is available
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated

Unauthorised Absence

All schools in the Featherstone Pyramid have a zero tolerance approach to unauthorised absence, as time absent from school is known to affect a child's learning and level of achievement. There are no parental rights for parents to take children out of school for term time holidays. Any specific exceptional circumstances would be discretionary and have to be presented to the Headteacher and Governing Body in writing.

Any unauthorised absence, including holidays taken in term time may be referred to the Educational Welfare Officer who will issue the fixed penalty notice. Schools do not benefit financially from any fines.

A fixed penalty notice is £60 per parent per child if paid within 28 days of receipt, rising to £120 if paid after 28 days but within 42 days. Non- payment may lead to further proceedings.

Absences will not be authorised under the following circumstances:

- Shopping trips.
- Holidays in term time, suspected or otherwise, where the permission of the school has not been given.
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.
- School staff have cause to believe that the note is not genuine or not valid.

Lateness

Featherstone Pyramid Schools actively promote good punctuality. Pupils who are persistently late or arrive late without reasonable explanation are challenged.

Registers remain open ten minutes from the beginning of registration. In the event of bad weather this period can be extended.

Where a pupil arrives during the period when the register is open he/she may be marked present.

Where a pupil arrives after register closure without good reason, he/she should be marked with the letter `U`.

Persistent lateness could result in a fine.

Appendix 1

Example of letter to parents

----- **School**

Date

Name

Address

Dear

Following your holiday request for **name** to have leave from **dates**, I am writing to inform you that, in line with School attendance policy I am unable to authorise this leave. As such, should you take **name** out of school, **her/his** absence will be marked as unauthorised.

If you choose to take the unauthorised holiday I will contact the Education Welfare Service who will issue a fixed penalty notice. This is in line with Section 444 of the Education Act, Local Authority Guidelines and agreed School Policy. Please note that information in regards to term time holidays is available within the schools attendance policy and has been agreed by governors.

The fixed penalty notice will be issued at a fine of £60 per parent/carer, per child if paid within 21 days. This would rise to £120 if paid in 28 days and could lead to further court proceedings if unpaid.

If you wish to discuss this matter further or believe that there are relevant exceptional circumstances, please contact myself or **name**.

Yours sincerely

