

# **SCHOOL ATTENDANCE POLICY**

## **STUDENT ATTENDANCE**

In order for students to achieve our central mission and ensure they meet their full potential and become equipped for adult life, students must commit to attending school each day and to arrive on time for school and lessons. Research clearly demonstrates the link between regular attendance and levels of attainment.

### **We expect that all students will:**

- arrive to school on time for form time which begins each day at 8.50am.
- attend school every day
- arrive to school appropriately prepared for the day ahead

### **We expect that all parents will:**

- encourage regular and punctual attendance
- ensure that they contact the school when their child/ren is unable to attend
- notify the school immediately of any changes to contact details
- communicate with the school any home circumstances that might affect the behaviour and learning of their child

### **We expect that all staff will:**

- record students' attendance as required
- notify the Attendance Officer/HOY of any attendance concerns

All students are expected in school every day. Any absences from school must be explained by a telephone call on 01252 319211 or a text message on 07537401282 by 9.00am on each day of absence. If the duration of absence is known this can be stated. If it is not, a call must be made on all subsequent days of absence.

## **Encouraging excellent attendance**

All Hallows Catholic School actively encourages excellent levels of attendance in the following ways:

- providing a safe, secure and engaging learning environment based on positive behaviour principles
- celebrating and rewarding excellent attendance levels
- responding promptly to a child's or parent's concerns about school or other students' behaviour in school
- effectively communicating with parents about attendance

## **Responding to non-attendance**

If a student does not attend school and a reason has not been provided, steps will be taken to find out why the student is absent.

- the Attendance Officer will endeavour to contact the parent each day by sending out a Truancy Call text.
- if there is no response the Attendance Officer will continue to try to contact the parent
- school endeavours to work with parents to ensure attendance however, failure to comply with the expectations set by the Education Welfare Service may result in further actions.

## **Holiday/Leave of absence**

Parents play a crucial role in ensuring their child regularly attends school.

We expect parents to encourage excellent levels of attendance, to enable this:

- school term dates are published in advance on our website
- parents cannot demand a leave of absence for their child/ren as a right
- holidays during term time will not be authorised. Should you take your child out of school during term time the Educational Welfare Service may be informed and a penalty Notice may be issued.

Please be aware that The Education Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless the reason is considered to be of exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved. Government Regulations state that parents who take their child out of school during term time, without the authority of the Headteacher, will each be liable to receive a penalty notice. Penalty Notices will be issued by the Local Authority and in Surrey it has been agreed that Penalty Notices will only be issued where 5 days unauthorised 'leave of absence' is taken.. These absences do not have to be consecutive but could be accumulated over a 3 month period.

The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid by the end of the 28-day period the Local Authority will prosecute the recipient for failing to ensure the regular school attendance of their child under section 444 Education Act 1996. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and two children, each parent will receive two Penalty Notices.

Advice and support is available from an Education Welfare Officer by contacting your local Education Office as follows:

North West - Tel: 01483 518130 South West - Tel: 01483 517179

North East - Tel: 01372 833588 South East - Tel: 01737 737777