



Rosebank School

Listening, Responding, Learning

ATTENDANCE POLICY

DATE OF THIS POLICY:	MAY 2021
Ratified by Governors:	June 2021
Frequency of update:	Every 3 years
Due for revision:	JANUARY 2024
Person responsible:	Headteacher

ROSEBANK SCHOOL

ATTENDANCE POLICY

Introduction

School is a major part of every child's life. We aim to make each child's school experience engaging, positive, personalised and relevant, so they will enjoy their school day. As detailed in our Home School policy, we value close communication with parents and will work closely with parents, transport staff and any other relevant professionals to address any issues, and make sure not only the school day, but also journeys are a positive part of each child's day.

This policy sets out national requirements regarding attendance, and how this applies at Rosebank School. It should be read in conjunction with Rosebank School Safeguarding Policy.

School attendance and the law:

Education is a human right and a legal requirement:

United Nations Declaration of Human Rights: No.26 Everyone has the right to education. Elementary education shall be compulsory.

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

Ofsted guidance states that high attendance and punctuality should be the norm. 19th April 2021

Our expectations

At Rosebank School we expect good attendance and punctuality from all members of the school community. Our expectation, in line with all mainstream primary schools, is attendance 97% across the year for every pupil. If a child is absent for 5 days in a school year their attendance will be 97.5% - 6 days absence will fall below 97%. All absence affects attainment, wellbeing, and social opportunities for each child. Inevitably, the child will have to catch up lost learning on their return, which can be difficult and confusing. We know also that absence from school is a potential safeguarding risk: school has a role in keeping children safe. For this reason we expect every parent to contact school on each day of absence, and will follow up any child whose reason for absence is unknown.

School attendance and SEND:

For children with additional needs, maintaining routines and receiving the tailored education input they need is particularly important. Attending every day builds relationships, creates positive routines, and reinforces learning. The children at Rosebank School have the same legal entitlement to education as all other children. But owing to their additional needs and the specialist education our children require, good attendance is particularly important and beneficial. We therefore expect every child to attend school every day, and aim for 97% for every child.

At Rosebank School we provide positive relationships and a happy learning environment where individual needs are met: we believe this will motivate each child to come to school. If there are any issues affecting the child's willingness to come to school (including taxi journeys), we work with parents, transport staff and the child to resolve them quickly. We cultivate good working relationships with all our transport staff, and provide training around the needs of autistic children, to ensure journeys are peaceful and positive.

The School Day

At Rosebank School children will arrive at school:

9.10 if travelling by taxi

9.15 if arriving by car with parents

Anyone arriving after 9.20 is recorded as late. Registers close at 9.45 and anyone arriving later than this will be recorded as unauthorised late, in line with Education (Pupil Registration) (England) Regulations 2006. If a taxi is delayed, the passenger assistant will contact school to inform of the likely arrival time, and registers will not code a child as late. If a child is having particular issues with coming to school and parents notify us of the problem, we are very happy to have a child arrive late rather than not at all. Such a late arrival would be authorised by the headteacher. Support will be provided to help with motivating the child.

The school day ends at:

3.10 for children collected by taxi

3.15 for children collected by parents

When your child can miss school

You can, in law, only allow your child to miss school if either:

- they're too ill to go in
- in exceptional circumstance, if you've got advance permission from the school.

If your child is too ill to attend, you have a duty to ring school before 9.10 on each day of absence. There is extra support available from the local authority if your child cannot go to school for long periods because of a long-term health problem.

Diarrhoea and Vomiting

Sickness and diarrhoea commonly affect children and pass to staff, and can be caused by virus, parasite or bacteria. Infections pass quickly from person to person (unwashed hands), particularly with children. NHS guidance is that a child must remain away from school for 48 hours from the last symptoms – personal hygiene needs to be strict in this period.

If a child is sick or has diarrhoea in school, parents will be asked to collect them immediately. This is to avoid the spread to others in the class. We understand that some people live at a distance and have no transport – school will help get a child home in such instances.

Specific health guidance eg Covid-19

In certain circumstances, the government, NHS and local authorities may issue health guidance for specific infections or viruses. School will ensure that an appropriate risk assessment is put in place, and parents will be informed of measures being taken in school to safeguard the children's and staff's health. Children with specific published symptoms may be sent home following guidelines. Parents will be informed of the appropriate steps to take to protect their child's health. **Children who are at home Self-Isolating, but not unwell, will be expected to complete work at home provided by the child's classteacher.**

Registers

Registers are required to be completed daily, and are coded according to Government Department for Education and Cheshire West and Chester guidance. A late mark will be given after 9.20 and an unauthorised late will be given after 9.45 unless it is due taxi delays or there is an appropriate reason. Afternoon registers will be completed at 1.20. Parents are requested to contact school by 9.10 to report a child will be absent and give the reason for absence. The reason will be recorded in the registers.

Following up non-attendance

If there is no call from a parent by 9.10 or insufficient information about the reason for absence, parents will receive a call from school. All the children in our school travel either by school transport (taxi) or with parents, so there is no scope for a child to go missing on

the journey. However, we have a duty to check the reason for absence, and where relevant inform other agencies involved. The reason for absence will be recorded on SIMS.

Medical appointments

We ask that whenever possible (eg dentist, optician) parents request an appointment after school or during school holidays. If an appointment is given (eg paediatrician) during a school day, please send in the appointment letter or a photo of it as evidence. We expect parents to bring the child in to school after the appointment, or collect for the appointment if they have a car, so that a whole day's school is not missed. School must be notified of such appointments in advance.

What happens if your child misses school for other reasons, or develops a pattern of low attendance (below 95%):

School will contact parents and discuss any issues with attendance and provide support where relevant, and may offer a TAF (Team around the Family) if appropriate.

Attendance across the school is reviewed every term, in accordance with government guidelines. Any children with low attendance are flagged, and reasons for absence checked. For recurrent attendance issues, parents may be invited to come into school for an Attendance Panel Meeting. For frequent illness absences, parents may be asked to provide medical evidence to support absences, in line with government guidance – failure to do so can lead to absences being coded as unauthorised. If a parent takes a child out of school to celebrate a family birthday or go on a family outing, or to have a 'lazy day', this will not be an authorised absence.

Medical evidence can be in the form of an appointment letter, original labelling on medication to show date issued by pharmacy, or other evidence deemed reasonable.

If a child has more than 10 unauthorised absences (5 days) -(this includes being late after registers close) Cheshire West and Chester Council may issue a Fixed Penalty Notice.

An overview of school attendance will be provided to the Governing Body every term. This will give the overall school attendance for the previous term, and any actions being taken to follow up poor attendance.

Holidays in term time

Parents and carers have no statutory right to withdraw their children from school for a family holiday. Children are required to attend school for 190 days in a school year, leaving 175 days of weekends and school holidays. Parents and carers can be issued with a Fixed Penalty Notice (FPN) should holidays be taken during school term time.

We strongly discourage taking holidays during term-time. It affects children's friendships, the continuity of their learning, and their routines. Holidays in term-time are not allowed, unless in **exceptional circumstances** (see below). Parents must get permission from the head teacher in advance if they want to take their child out of school during term time.

It is up to the head teacher how many days each child is authorised to be absent from school, if leave is granted. There is a form at the end of this document parents must complete to apply for leave of absence. The headteacher will take into consideration:

- the reason for taking holiday in term-time
- the child's general attendance
- whether the family have requested leave in term-time before?

If you take a holiday during term-time without the headteacher's permission, this can result in being **fined**.

Exceptional Circumstances for absence from school:

The following are all only authorised at the Head teacher's discretion and leave of absence must be requested (see form attached):

- Services leave (5 days only)
- Family respite or occasions in exceptional circumstances

- Family crisis (Looked After Child, Adoption, Bereavement, Severe medical needs)
- Return to homeland (Long distance visit to family members) (5 days only)
- Religious Festival
- Urgent medical appointments (routine appointments should be made outside of school hours)

Monitoring and review

- It is the responsibility of the governing body to monitor overall attendance, and they will request an annual report from the headteacher.
- The governing body also has the responsibility for this policy, and for seeing that it is carried out.
- The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they can be.
- The school will keep accurate attendance records on file for a minimum period of three years (for Children in Care – these records need to be kept indefinitely).

This policy will be reviewed every three years by the governing body or sooner if necessary.