



St Peter's Church of England Primary School Attendance Policy

The Governing Body of St Peter's Church of England (Aided) Primary School
adopted this policy on 22nd June 2022

Signed: _____ (Chair of Governors)

Signed: _____ (Head Teacher)

Review annually

1. Statement of Intent

The school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

2. Parents' Responsibilities

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Parents must ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school on the first morning of absence by 9.00 am. If no reason is received the school may need to undertake a home visit for a safe and well check.
- Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- Parents should ensure that their child arrives at school in time for the start of registration (8.55 am). Gates will be locked at 8.55 am. If a child arrives after 8.50 am his/her parent should report directly to the school office.
- Family holidays during term-time will not be authorised and you may receive a fine should you take your child out of school during term. (Please see appendix)

3. School Responsibilities

- The school will record and monitor attendance in accordance with both the statutory requirements and the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be called twice daily (at 9.00 and at 1.00). Any child arriving after the closing of the register will be recorded as 'late' for that session unless they have attended a medical/educational appointment.
- Teachers will complete registers in accordance with the guidance contained in the staff handbook.
- Should a class teacher have particular concerns about an individual child's attendance or punctuality they should bring this to the attention of the Head Teacher.
- If notice of absence has not been given to school by 9:00am, daily phone calls will be made by school before 9.30am to ascertain said reasons, unless extended absence is expected i.e. 48hour rule for sickness and diarrhoea or infectious disease.
- Should attendance drop below 95% (monthly) contact will be made with parents at the school's discretion based on analysis.
- The school will liaise with social services if the attendance of any pupils identified as CIN or on the CP register falls below 95% (monthly)
- The school will employ a number of strategies to promote regular, punctual attendance:
 - the Head Teacher and class teachers will communicate regularly with parents on attendance matters.
 - appropriate personal encouragement or congratulation will be offered to individual children.



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Head Teacher
Mrs Alison Banks BA (Hons) QTS

Deputy Head Teacher
Mr Paul Bolstridge BA (Hons), MA, PGCE

Dear Parent/Carer,

Re: Family holiday during term time and penalty notices 2013

As you are all aware, Head Teachers will no longer be able to grant any leave of absence for family holidays, unless there are exceptional circumstances which support the request.

At the present time penalty notices will not be issued automatically for unauthorised holidays. However, at my request our Attendance Officer Mrs Jo Porter will ask Leicestershire County Council to **issue penalty notices to families who take unauthorised holiday during term time, IF their child falls into 1 or more of the categories below:**

- Child has low attendance (the School will take into account the previous academic year)
- Child is already subject to attendance improvement support.
- Further unauthorised absence following previously unauthorised absence

Schools are under increasing pressure by the Government, to ensure that legal sanctions (such as the issuing of penalty notices) are in place and will be accountable for this to Ofsted and outside bodies. It is for this reason we have decided to adhere to the criteria above in relation to unauthorised holidays and penalty notices, and act in the best interests of our pupils and their attendance.

We require at least one weeks' notice for all requests of absence. If not received this may result in a request being sent to the LA to issue a fine notice. If holiday is taken during term time but not disclosed, a fine notice will also be requested. Following Covid the Local Authority and Government guidance requires us to try and ensure pupils best attendance, thus ensuring that any impact of missing school through Covid is reduced. The government guidance requires us to have an increased focus on full attendance.

I would urge families to help us to avoid the issuing of penalty notices by not taking family holidays during term time.

Thank you for your support.

Yours sincerely,

Alison Banks
Head Teacher



**University of
Leicester**