



St Peter's Church of England (Aided) Primary School Attendance Policy

The Governing Body of St Peter's Church of England (Aided) Primary School adopted this policy on 12/04/2016.

Signed: _____ (Chair of Governors)

Signed: _____ (Head Teacher)

Review annually

1. Statement of Intent

(i) 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

(i) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

(ii) Parents should 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 9.30 am. If no reason is received the school will get in touch with the parent to seek an explanation.

(iii) 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.)

(iv) Parents should ensure that their child arrives at school in time for the start of registration (8.50 am). Gates will be locked at 8.50 am. If a child arrives after 8.50 am his/her parent should report directly to the school office.

(v) Family holidays during term-time will not be authorised unless there are exceptional circumstances which support the request. Please see appendix

3. School Responsibilities

(i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.

(ii) Registers will be called twice daily (at 8.50 and at 1.00). Registers will close at 8.55 and at 1.20. Any child arriving after the closing of the register will be recorded as 'late' for that session.

(iii) Teachers will complete registers in accordance with the guidance contained in the staff handbook.

(iv) 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.

(vi) All absence notes from parents should be dated and initialled by the class teacher and then forwarded to the school office via the register.

(vii) Should attendance drop below 90% (monthly) a letter will be sent to inform parents at the school's discretion based on analysis.

(viii) 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;
- clear attendance information will be entered in the school prospectus;
- An attendance information brochure will be sent to all new parents.

4. This attendance policy will be reviewed annually



Countesthorpe Family of Schools Attendance & Improvement

December 2013

Dear Parent/Carer,

Re: Family holiday during term time and penalty notices 2013

As the Attendance Improvement Officer for the Countesthorpe Family of Schools, I am writing to you to gain your support with regard to the new legislation that came into place on the 1st September 2013 in relation to holidays during term time and the issuing of penalty notices to parents.

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 (on behalf of the Family of Schools) Leicestershire County Council **will 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 by myself
- 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 that as a Family of Schools, we have agreed 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.

On behalf of the Countesthorpe Family of Schools, 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 with this change in legislation.

Yours sincerely,

Sue Read
Attendance Improvement Officer
Countesthorpe Family of Schools

Family of Schools: Countesthorpe College, Leysland High School, Greenfield Primary, Thistly

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