



Attendance Policy

Pikemere School

The Attendance Policy in respect of Pikemere School has been discussed and adopted by the Governing Board.

Chair of Governing Board: *Christine Richards* Mrs C Richards

Head Teacher: *S. L. Gohr* Mrs S L Gohr

Agreed and ratified by the Governing Board on: 4th March 2020

Policy Review Date: March 2023

Attendance Policy

Pikemere School recognises that punctual and regular school attendance is an essential precondition of social inclusion and a prerequisite to effective learning. Reducing absence and persistent absence is a vital and integral part of our schools aims, and we work closely with the local authority to:

- promote children's welfare and safeguarding
- ensure that every pupil has access to the full-time education to which they are entitled
- ensure that pupils have the opportunity to succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

By law, schools are required to record the attendance register once at the beginning of the morning session and once during the afternoon, whether the pupil is present, absent, engaged in an approved, supervised educational activity off-site, or unable to attend due to exceptional circumstances as defined in regulation 6(5).

If a compulsory school-age pupil is absent, the register must show whether the absence is authorised or unauthorised. It must also record the nature of any approved, supervised educational activities.

The current regulations adhered to by the Governors and staff at Pikemere are; **The Education (Pupil Registration) (England) Regulations 2006**, which came into force on 1 September 2006.

The regulations linked to holidays have been changed. In April 2012, the Government accepted Charlie Taylor's recommendation to challenge the culture of the expected term time holidays and to set out clear expectation that term time holiday leave should only be granted in 'exceptional circumstances'.

If, despite the law, a parent wishes to write to the Headteacher detailing the exceptional circumstances, we would recommend that this is done well in advance of booking a holiday.

In order to address any unauthorised absence such as a holiday, the local authority may decide to issue a Fixed Penalty fine and / or prosecute parents under the Education Act 1996.

The Governing Body at Pikemere School will not support children being taken out of school for a holiday at any time during the school year unless there are exceptional circumstances.

Children should only be absent from school as a result of illness or medical treatment. Parents should contact the school before 9am, by telephone, email or using the absence reporting facility on Parentmail. Parents can expect to receive a letter from the school requesting written explanation for unexplained absences.

The class register at Pikemere School will be taken twice daily between 8.55am and 9.05am and between 1pm and 1.10pm (EYFS/KS1) and 1.15pm and 1.25pm. (KS2). The registers will be checked by the school office every day between 9.15am and 9.30am and absences will be followed up by a telephone call if we have not received any notification of absence. A text message will be sent to parents who do not respond asking them to contact school immediately. If a child's whereabouts cannot be established, an N is used in the register. In the event that a

child appears to be absent and the office/class teacher believes this to be unusual circumstances, the Headteacher is notified and appropriate action taken.

Late attendees are marked and signed in, using a register maintained at the school office. Children being signed out of school use a register maintained at the school office. Prior permission must be sought for early leavers.

The Pikemere staff work closely with local Welfare Officers in reporting and following up persistent absences. Any concerns are first raised with the Headteacher following an analysis of attendance or late marks. The Headteacher will take appropriate action either speaking with the family concerned and/or contacting the Welfare Officer if appropriate.

Attendance is reported to the Governing Body through the Headteacher's report on a termly basis.

Legislation

The following legislation is adhered to by the Governors and staff at Pikemere School.

- **The Education (Pupil Registration) (England) Regulations 2006**
- **The Education (School Attendance Targets) (England) Regulations 2007**
- **Children Act 1989**
- **The Education Act 1996**
- **The Education Act 2002**
- **Crime and Disorder Act 1998**
- **School Standards and Framework Act 1998**
- **Anti-social Behaviour Act 2003**