



# Viscount Beaumont's C of E Primary School



## Attendance Policy Academic Year 2022- 2025

### Our Vision

All can participate, all can enjoy, all can achieve because our life together is shaped by the Fruit of the spirit.

### Our Values

Viscount Beaumont's C of E Primary School encourages and promotes Christian Values. Our pupils, governors, staff, parents and community members chose our five key values

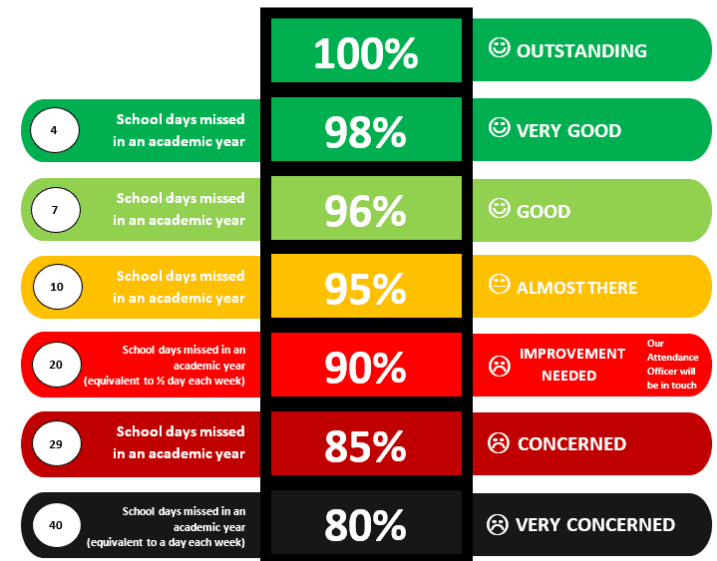


## Introduction

Registered pupils of compulsory school age are required by law to be in school. At Viscount Beaumont's Primary School we believe that it is in the best interest of every child, for their intellectual, social, physical, emotional, cultural and spiritual development, to attend school every day. However, we also recognise that there are sometimes circumstances in which attendance may not be possible.

Learning is a complex process in which knowledge, skills and understanding are developed and built on systematically. Interruptions to this process can lead to gaps in a child's knowledge and understanding, missed stages in the acquisition of a new skill and lost opportunities to share in and grow from new experiences. For this reason, and in order to ensure the safety of all our pupils, we aspire to a 100% attendance record for every child and we will request an explanation for every absence.

## Attendance Ladder



## Procedures for Monitoring Attendance

In order to encourage 100% attendance, we have adopted the following monitoring procedures

- Parents/carers are requested to notify the school of their child's absence in, advance whenever possible, or before the start of the first session.
- If notification of absence has not been received then the school will endeavour to make contact on the first day, in order to ascertain the reason. This will usually be done by the school text service however in certain cases the Headteacher may ask office staff to phone and speak to parents/carers.
- Frequent absence or patterns of absence which might significantly affect learning will be closely monitored, even if such absence is authorised.

- Letters will be sent half termly to families where attendance is a concern and drops below the school target of 96% and parent/carers will be invited to meet with the Headteacher to discuss ways to resolve the concern.
- We will work in conjunction with an Educational Welfare Officer and may refer pupils whose absence is a matter of concern, below 85%. In such cases we will notify parents of our intention to contact the Educational Welfare Officer and will work together to improve attendance.
- Levels of both authorised and unauthorised absence will be included in pupils' annual report to parents. This is calculated on the basis that there are two registration lessons per day; 10 per week.
- Explanations for absence will only be accepted from an adult with legal responsibility for the child, not by the child or a sibling.
- An annual letter will be issued reminding parents of the school's policy and a summary will be provided in the school's prospectus.
- Correspondence relating to holiday requests will be filed.

### **Parental Responsibilities**

Parents and those with parental responsibilities are required to ensure that children of compulsory school age receive full-time education. This means that they are responsible for ensuring that their children attend and stay at school unless alternative arrangements for their education are made. They are also responsible for informing the school, stating the reason for the absence and wherever possible indicating when the child is expected to return. Details of new legislation, including the issue of Penalty Notices for non/poor attendance, is available from the Education Welfare Service at County Hall, Tel: 0116 3056347.

### **Registration**

Pupils are marked present or absent at the beginning of each morning and afternoon session. Morning registration will close at 9.05 and afternoon registration at 1.10. Pupils arriving after registration has closed will be marked 'A' on the register; this mark counts as an absence for the purposes of calculating overall attendance. Where children arrive late, before the register has closed, an "L" will be used to indicate they are late. The Headteacher monitors lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time. Children who are regularly late for school with no valid reason will not be eligible to achieve 100% attendance. Absences are registered authorised or unauthorised according to agreed LA/DCSF criteria. Registers are kept accurately as

they may be used as evidence in cases where parents are being prosecuted for school attendance offences.

### **Categorising absence**

Parents can be prosecuted for failing to ensure that their children attend school with the following exceptions:

- The pupil was absent with permission from an authorised person within the school.
- The pupil was ill or prevented from attending by unavoidable cause.
- The absence occurred on a day exclusively set aside for religious observance by the religious group to which the family belongs.
- The school is not within walking distance of the home and no suitable arrangements have been made for transport to school, boarding accommodation or enabling the child to be registered at a school nearer home.
- Medical and dental appointments – such absences will be authorised providing the school is satisfied that such appointments are genuine. However, we would ask all parents, wherever possible to make non-emergency appointments outside of school hours
- Family holiday and extended trips overseas: Only in exceptional circumstances will authorisation be granted for an absence. Parents will be discouraged from taking children out of school at particularly crucial points in the school year, for example, during the annual statutory assessments at Year 6.
- Leave of absence may be authorised for a child to take part in a public performance at the school's discretion.
- Leave of absence may be authorised for off-site activities whether school directed e.g. educational visits, or individual e.g. music examinations.
- Where a pupil has been temporarily excluded but remains on the school roll their absence will be registered as authorised.
- There may be occasions when pupils are absent due to unforeseen or exceptional circumstance for example, family bereavement. We will endeavour to deal sensitively with requests for absence in such instances.
- Additional exceptions may be made for children from a traveller heritage, details of which may be obtained from the LA.

## Leave of absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application. Exceptional circumstances being defined as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted
- applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised
- The school can only consider applications for Leave of Absence which are made by the resident parent.
- applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Leicestershire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996. Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Viscount Beaumont's C of E Primary School understands that holidays are generally less expensive during term time but this does NOT count as an exceptional circumstance. Leave which is taken for the following reasons will not be authorised:

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather experienced in school holidays
- Overlap with beginning or end of term
- Booked the wrong dates by mistake
- Booked by another family member
- Attending a wedding that is not immediate family
- Family birthdays

## **Notification of levels of attendance/absence**

We have a legal duty to provide information on levels of attendance, and levels of authorised and unauthorised absence. This information is required by the LA and the DCSF. We set target attendance levels and these will be set by the governing body in line with statutory requirements. The HT reports on attendance and levels of authorised and unauthorised absence to the local governing body at each meeting.

## **Encouraging full attendance**

In order to encourage full attendance and to emphasise the importance we attach to school attendance we will recognise and congratulate those pupils who achieve 100% attendance or who show significant improvement in attendance.

- Class attendance is monitored weekly and read out in assembly.
- We will present a certificate for the class with the best attendance each half term
- We will present a certificate at the end of each term for every child achieving 100%
- We will give a special certificate for anyone achieving 100% attendance throughout the year.
- At our Year 6 leavers service we will celebrate the pupil with the best attendance throughout their time at Viscount Beaumont's Primary School.

This policy will be reviewed in 2026