# F:\Harrowbarrow-Logo-Blue-LowRes.jpgHARROWBARROW SCHOOL

Attendance Policy

**The Law**

The Education Act 1996 requires parents to ensure children of compulsory school age receive efficient full-time education. The law says that parents/carers whose children, of compulsory school age, are absent from school without good reason are committing an offence. Amendments have been made to the 2007 Regulations in the Education (Penalty Notice) (England) (Amendment) Regulations 2013. These amendments came into force from September 2013 and state that parents who fail to ensure their children’s regular attendance at school will be issued with a penalty notice (fine); £60 if they pay within 21 days or £120 if they pay within 28 days.

Amendments have been made to the 2006 Education Regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments have made it clear that headteachers may not grant any leave of absence during term time unless there are ‘exceptional circumstances’. There is no definition of ‘exception circumstances’ and it is left to the discretion of individual schools to determine what these might be.

**Attendance at Harrowbarrow School**

Registration times are as follows:

 8.50-9.00am Morning registration

 1.00-1.10pm Afternoon registration

Pupils arriving after registration has closed will be entered on the system as late which will be reported as an unauthorised absence unless a reason had been given by the parent.

Parents are requested to report pupil absence on the first day of illness, by 8.50am, and notify the school if the child is due to be absent for other medical reasons e.g. dental or medical appointment. Absences not reported will be recorded as unauthorised. Reporting can be done over the telephone (01579 350576) or via email (secretary@harrowbarrow.cornwall.sch). Where a child is subject to a Child in Need or Child Protection Plan the school will contact the family on the first day of absence, to ensure the safety and well-being of the child, if we have not received any notification. For all other children, the school will contact parents/guardians if we have not been notified within 48 hours.

Following amendments to the 2006 Education Regulations the governors have decided that holiday and extended leave during term time will rarely be authorised as it is prejudicial to the academic progress of the children. The main exceptions where absence may be granted by the headteacher are the following:

* Compassionate leave, including absence to visit terminally ill relatives
* Attendance at the wedding or civil ceremony of a close family member

No list can be exhaustive and the governing body has delegated responsibility to the headteacher to determine if absence requests can be authorised. Where a child’s attendance is below 90% in an academic year additional absence requests will not be authorised.

**Monitoring attendance**

Poor attendance and punctuality can have a significant impact upon pupil achievement and life chances. The business manager will monitor attendance weekly and report any pupils causing concern to the headteacher. The headteacher will review whole school attendance half termly. Where attendance of pupils is causing concern the headteacher will invite parents to explain why their child’s absence rate is high and iterate the need for children to attend school regularly so as not to prejudice their learning.

Where attendance and punctuality continue to cause concern, and parents have failed to address the issues, the headteacher will refer the child to the Education Welfare Officer, who will meet with parents, undertake an assessment and devise an action plan. If attendance does not improve at this point the EWO will initiate legal action against the parents.

**Attendance causing concern**

* Attendance falling below 90% in 100 sessions will be monitored more closely by the school, even if it is authorised. This may highlight an on-going health problem that the school can support through interagency involvement.
* Attendance falling below 85% in 100 sessions, even if authorised, will initiate a meeting between the headteacher and parents to address the concerns.
* Attendance falling below 80% in 100 sessions (or earlier), where 20 more absences are unauthorised, will initiate a referral to the EWO.

Where there are known genuine medical reasons for high levels of absence, e.g. the child has to undergo regular and prolonged hospital treatments, then the actions outlined above will not apply.

**Reporting attendance**

The headteacher will report attendance monitoring information termly to governors. This will include actions undertaken as a consequence of poor attendance and the impact of these actions.

This policy was approved by governors on Thursday 1st December 2016.

Reviewed: October 2019.

Next review: July 2023