

ATTENDANCE PROTOCOL.
DENTON AND HARLAXTON CE SCHOOL
PLEASE READ THIS IN CONJUNCTION WITH THE SCHOOL ATTENDANCE
POLICY

Introduction

Attendance at school is high on the government agenda at the moment. The government is urging head teachers to challenge poor attendance and stop authorising holidays during term time. This is an emotive point for many parents and Mrs Edwards is happy to discuss individual circumstances on a 1-1 basis. Please note that all schools in the UK have been instructed to take a hard line when it comes to pupil absenteeism.

90%

The Department for Education have changed the definition of ‘persistent absence’ to deal with the reality of pupil absenteeism in schools and its impact on their learning. The following link has a full copy of the attendance expectations for schools and families.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Clearly, if a child has had a prolonged absence (e.g. tonsillitis or pneumonia), there is a clear reason for absence and the child’s attendance following recovery will be monitored and will be expected to improve.

Medical Appointments

Some children require hospital appointments and these are given often to suit the hospital, not the school. On these occasions, a copy of the appointment can be handed in at the school office and if this in relation to a chronic condition, this will be noted on the child’s attendance record. In the case of other appointments at the doctor, optician or dentist, an appointment out of school hours must be made, unless of course the child is unwell, in which case they will be absent from school due to illness and marked as ‘ill’. Other hospital medical appointments are marked as ‘medical’.





Holiday Authorisation

The lure of cheaper holidays during term time is very difficult to ignore. Government guidance states that holidays should not be taken in term time.

Exceptional Circumstances

Schools can grant a leave of absence for other exceptional circumstances at their discretion. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Unauthorised Absences

The school works with the Lincolnshire safeguarding team and child missing education team in order to help children of vulnerable families achieve good attendance. The school monitors absences every six weeks. Where absenteeism becomes persistent, the family are contacted by the Head Teacher to discuss absences. If this persists without improvement, then further support and actions are put in to place and these are explained in the school attendance policy.

Please note all holidays and late arrivals are unauthorised and being unable to bring your child into school for any reason relating to your own illness or transport issues is also normally unauthorised.

Fixed Penalty Notices

These may be issued for non-attendance and for reaching the threshold of unauthorised absences. Please refer to the school policy for further information.



Reporting your child's absence

All absences are coded to indicate reasons for absence. In order for an absence to be authorised we must be informed of the reason for non-attendance.

A telephone call should be made, preferably before 9.15am to advise the school of absence. If the absence is for longer than one day, continued information should be provided to the school. Written explanations are not required if a telephone call has been received.



Health procedures

Please send your child to school unless you are convinced that they are too ill to concentrate on their work. We have an illness protocol (please ask for a copy) if you have a diagnosed illness for your child such as chicken pox. If your child deteriorates or becomes unwell at school, we will contact you immediately.



The importance of arriving at school on time

- Arriving late at school may be embarrassing for your child
- It may disrupt the class if your child arrives late
- Your child may miss something important such as lesson plans or instructions on how to complete a piece of work
- If your child is to form friendship groups, social interaction with peers before school is important
- If you arrive late after the registers have closed then this is an unauthorised absence

Attendance target is 97%

Outstanding	100% - 99%	
Good	98% - 97%	
Satisfactory	96% - 96%	2 School Weeks of Lost Learning
Unsatisfactory	94% - 90%	4 School Weeks of Lost Learning
Unacceptable	89% - 76%	8 School Weeks of Lost Learning
Totally Unacceptable	75% - 70%	12 School Weeks of Lost Learning