



St Paul's C/E Infant School
The Cardinals
Tongham
Farnham
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Attendance Policy

St. Paul's, Tongham is committed to developing a sound partnership with the Local Education Authority, parents, pupils and others, to build a school which serves the community commendably, and of which the community is proud.

We believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent attendance are identified and acted on promptly.

We work closely with our partner schools across the West Surrey Foundation and this policy should be read in conjunction with the joint policy. In order to ensure success of the policy St Paul's has allocated the following responsibilities and procedures.

All Staff

- Provide a welcoming atmosphere for children and parents
- Provide, a safe learning environment

Head Teacher, Governors

- Adopt the West Surrey Foundation (WSF) Attendance Policy
- Ensure that the registration procedures are carried out efficiently in line with current legislation
- Ensure that all absences are coded correctly in line with Department For Education guidance
- Contact parents/carers on the first day of absence if there has been no notification by 9.15am
- Ensure that key staff have dedicated and protected time for liaison and follow up work with the attached Educational Welfare Officer. (Inclusion Officer)
- Consult and liaise closely with the attached Inclusion Officer on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay
- Work in close collaboration with the attached Inclusion Officer during their termly/half termly register analysis ensuring agreed action is carried out
- Follow the RAG (Red, Amber, Green) scheme. (See below)
- Promote attendance through the use of the attendance cup and certificates to award 100% attendance
- Set whole school attendance targets and to publish attendance data to parents and governors

Office Staff:

- Oversee the registration process and ensure that registers are completed accurately and punctually.
- Initiate contact with parents/carers in cases of unexplained absence before referring to the Headteacher.
- To share any concerns expressed about attendance or disaffection that might lead to non attendance with the Headteacher
- To contact parents/carers on the first day of absence where school has not been notified by 9.15
- To follow up any unexplained non-attendance or lateness with the headteacher
- To record all reasons for absences and lateness in the register

Class Teachers

- To complete registers accurately

- To inform the Headteacher of concerns
- To be alert to signs of disaffection that may lead to non attendance and report them to the Headteacher

Holidays

Following updated national regulations and West Surrey Foundation policy, family holidays are not exceptional circumstances for leave of absence and so we strongly advise parents/carers to book their family holidays during the school holidays dates which are published a year in advance. (Available from both the school website and via the Surrey County Council website). In line with Surrey guidance penalty notices may be issued for unauthorised holidays of 5 days or more.

Religious Observance

We acknowledge the multi-faith nature of our society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of special leave for religious observance.

It is reasonable for a parent/carer to allow their pupils not to attend school on any day of religious observance if recognised by the parent's religious body. Parents/carers are requested to give advance notice to the school if they intend their pupil to be absent. However, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Traveller Absence

The aim for the attendance of Traveller pupils, in common with all other pupils, is to attend school as regularly and as frequently as possible. The West Surrey Foundation policy contains further details.

Responding to non-attendance

When a pupil does not attend school we will respond in the following manner:-

On the first day of absence, if no note or telephone call is received from the parent/carer by 9.15am, the school will endeavour to contact them. If there is no response, the school will continue to try to contact the parent/carer. If by the end of the second day there has still been no contact made, a letter of concern will be sent to parents/carers.

Late arrival

We believe that a punctual start to the day is vital. The school door opens at 8.55 and any child arriving after 9am will be marked as late. Late arrival stops the day getting off to a good start and is a disadvantage to the child.

If a child arrives after 9.15am he/she will be marked as absent without authorisation. The name and time of arrival will be recorded on the paper register (hand written) so that there is a record of all children in school in case of emergency evacuation.

Responding to Late Arrival

Late arrivals will be monitored by the Headteacher.

If a child persistently arrives late the school, a letter of concern is will be sent to parents/carers requesting an improvement and inviting them into school to discuss the issue. Parents will be informed that if the absence persists that a referral will be made to the Education Welfare Service and in line with county policy a penalty notice may be issued.

APPENDIX 1

ATTENDANCE INITIATIVE - RAG

At St Paul's, in common with other local schools, we use the RAG(Red, Amber, Green) scheme to colour code attendance.

We believe that good attendance is essential as evidence shows that there is a clear link between attendance and achievement and so we decided to adopt the initiative to colour code individual children based on their attendance over the term.

The colour codes are as follows:-

RED – Unacceptably low – 90% and below – The Educational Welfare Officer will monitor attendance and a meeting may need to be arranged.

AMBER – Cause for concern – 90.1-96% - The school will monitor attendance

GREEN – Satisfactory – 96.1-97.4%

GREEN * - On target – 97.5-100%

90% and below	90.1% - 96%	96.1 – 97.4 97.5+
<p>Your child is not attending school enough. The Educational Welfare Officer and the school will be monitoring your child's attendance.</p> <p>If improvement does not occur swiftly then you may be asked to meet with the Educational Welfare Officer and/or be fined.</p> <p>Your child will not be receiving the education they are entitled to and are unlikely to be achieving as they could.</p>	<p>Your child may be in this section due to a very valid reason e.g. a sickness from school.</p> <p>The school will be monitoring your child's attendance and talking to parents if necessary, to ensure that everything is done to get your child into school.</p>	<p>Your child is attending school regularly.</p> <p>Children who come to school regularly and on time are better prepared for adult life and the world of work. They also receive the very best education and meet their true potential.</p> <p>If your child's attendance is at 97.5 or above this is at target or better - Thank you and well done!</p>

In accordance with our attendance policy colour coded letters are sent home with the children on a termly basis.



Application for Leave of Absence in Exceptional Circumstances Form

Pupil's Name _____ Class/Form _____

Requested Date(s) _____

Reason for request _____

Reason why this absence could not be taken during school holiday times _____

Names and schools of any other siblings where a request is also being submitted _____

NOTE: Surrey policy is that penalty notices will be issued for unauthorised holiday leave.(See reverse)

For School Use

Date of Assessment _____

% attendance this term	
% attendance this school year	
Would pupil miss any assessments, examinations or school events	
Should this request be considered by the Governing body	
Other WSF schools consulted	

Any additional information considered in reaching a decision

Request Authorised/Unauthorised (please delete as appropriate)

Signature

Date

Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notices may be issued

- 1) Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

- 2) Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
- 3) The issue of a Penalty Notice will also be considered where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued