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SCOTTS PRIMARY SCHOOL

	Name of School	Scotts Primary School
	Policy review Date	September 2025
	Date of next Review	July 2026
	Who reviewed this policy?	Ryan Kinnear
	Date approved by Governing body	September
	Headteacher	Ryan Kinnear
	Chair of Governors	Jackie Boardman

Attendance policy

Scotts Primary School is a successful school and your child plays an important part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly and on time every day the school is open, unless the reason for their absence is unavoidable.

SCHOOL ATTENDANCE AND THE EDUCATION ACT 1996

Section 7 of the Act requires all parents/carers of a child of compulsory school age who are registered at a school to ensure that children attend school regularly and punctually. **Failure to do so is an offence.** Neglect of this responsibility can result in the prosecution of parents/carers, with a penalty fine of up to £1000.

WHAT CONSTITUTES AUTHORISED AND UNAUTHORISED ABSENCE?

Authorised absences are those which the school agree are unavoidable, e.g. illness, family bereavement, medical appointments that are unavoidable in school time (provided a written explanation is received and an appointment card is produced) and other absences for which leave has been given by the Head Teacher. i.e. a pupil competing in a sporting event, dance or musical performance; external examination or religious observance. (These are limited to 10 sessions or 5 days per academic year and upon the child's overall attendance not falling below 95%).

Unauthorised absences are those that the school considers avoidable, for example, e.g minor ailments, birthdays, holidays, shopping trips, day trips etc.

An absence is unauthorised until an acceptable written/emailed explanation is received. If no acceptable explanation is received, in writing or by email, within one month of the absence, the absence will remain unauthorised.

Under DFE legislation effective 1st September 2013, Headteachers **may not grant** any leave of absence during term time unless there are **exceptional circumstances such as:**

- Parents in the services such as armed forces or police.
- Serious illness of a sibling or parent.
- Funeral of immediate family member - e.g. Grandparent. (Limited to 1 day).

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Family holidays are not regarded as exceptional circumstances, therefore any absence taken for holidays will be subject to a fixed penalty notice. From 1 September 2024 fines will be as follows:

1st Offence

£80 per child imposed to each parent if paid within 21 days. If payment is not received within 21 days, the fine will increase to £160 and must be paid within 7 days. Failure to pay the fine of £160 will result in prosecution in the magistrates' court.

2nd Offence within 3 years

£160 fine per child imposed on each parent if paid within 21 days. Failure to pay the fine of £160 within 21 days will result in prosecution in the magistrates' court.

3rd Offence within 3 years

Where a family is identified to be fined on a 3rd occasion within a 3 year period, these cases will be referred straight to the magistrates' court for prosecution.

REPORTING ABSENCES

If a child is ill and unable to attend school, the parent/carer should contact the school on the first day (preferably before 8.55am), in person, by telephone or by email at the following address

absence@scotts.havering.sch.uk . The school should be contacted again on day 3 if the child remains unwell. When a child returns, he or she must bring a written note signed by the parent/carer for each period of absence, unless an email has been previously sent on the first day of the absence.

If a child is absent without parental notification then a phone call will be made to the parent shortly after 9am to determine a reason for absence. If a child does not want to attend school for any reason, it is important that parents/carers do not collude with the child by supplying a note stating sickness as a reason for absence. Parents/carers must discuss the problem with the school at the first opportunity and, if it cannot be resolved, a referral may be made to the Education Welfare Service.

If a pupil is absent for 5 days or more the parent/carer may be asked to provide medical/supporting evidence to cover the period of absence.

If a pupil is absent prior to or does not return after a school half term/term the parent may be asked to provide medical/supporting evidence to cover the period of absence.

PERSISTENT ABSENCE

A pupil becomes a 'persistent absentee' when they miss 10% or more of schooling across the school year for whatever reason. In cases of persistent absence or patterns of absence, the school will request evidence of attendance at the GP, via the Education Welfare Officer. Where persistent absenteeism does not improve a referral to the Educational Welfare Officer will be made. This will initiate more formal procedures such as LA written warnings and the issuing of fines.

LATENESS

A child must be in class each day at 8.45am. Children who arrive after this time and before 9:15 am are recorded as late. If your child arrives after 9:15 am, this will be marked as an unauthorised absence. Any child arriving late for school will need to report to reception and a reason for lateness recorded.

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Punctuality - is just as important as regular attendance.

Below is a graph showing how arriving late to school everyday over a school year adds up to lost learning time



MEDICAL APPOINTMENTS

If your child has a medical appointment during the school day, a letter/email should be sent into school along with an appointment card/letter. We do encourage that you, where possible, make all appointments out of school hours.

INFORMING PARENTS

A summary of a child's attendance is recorded on their termly pupil updates and in their Annual Report. If a child's attendance is shown to be giving cause for concern a letter will be written to the parents informing them of this. Often parents can be unaware that a few single days of absence can soon add up.

Similarly if a child is persistently late a letter will be written to parents informing them of this. If the situation does not improve a referral to the Education Welfare officer will be made.

EDUCATION WELFARE SERVICE (EWO) - REFERRAL SYSTEM

As a school, all staff members discuss attendance patterns on a regular basis. If a school has a concern it will raise this concern with parents/carers of pupils. Pupils with attendance of 90% or less, or with an identified pattern of absence or lateness, will be referred to the Education Welfare Service. Each school is allocated an Education Welfare Officer who will liaise with them to ensure attendance meets targets set and will contact and visit parents/carers when a referral is made.

Following the intervention of the EWO, attendance will be reviewed regularly and if there is no improvement then a FIXED PENALTY NOTICE may be issued.

PROMOTING REGULAR ATTENDANCE

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you details on attendance in our regular school newsletter;

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- Report to you termly (more regularly if we deem it necessary) on how your child/ren are performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Acknowledge good attendance through termly certificates for pupils who have achieved 100% attendance; and
- Monitor class attendance weekly. The classes with the best attendance each week are rewarded through a weekly celebratory assembly.

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