

Always building friendships with one another, whilst being thankful for what we have.

while trying hard each and every day to trust other people around us through humility and service.



# The Magdalen Church of England / Methodist Primary School



## Attendance Policy

*Review Date: September 2023*

Determined to show compassion for those around us and develop a community that embraces justice and peace.

Remembering to forgive when we have been wronged and hoping to help others less fortunate than ourselves.

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### Rationale

The Magdalen Church of England / Methodist Primary School aims to maximise attendance rates in order to ensure that all students are able to take full advantage of the learning experiences available to them and to enable each student to 'Achieve their Potential'.

### Statutory Framework

Under section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone call from a parent/carer does not, in itself, authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised.

### Rights and Responsibilities

Improving attendance at The Magdalen Church of England / Methodist Primary School is the responsibility of everyone in the school community – pupils, parents/carers and all staff.

### The Magdalen Church of England / Methodist Primary School

- Expects pupils to attend school regularly and on time and in a fit condition to learn.
- Will encourage good attendance (through the Traffic Lights Attendance Initiative) and will investigate all absenteeism.
- Staff will set good examples in matters of attendance and punctuality.
- Will work closely with pupils and parents/carers should attendance/punctuality give cause for concern.

### Parents/Carers

- Are responsible for ensuring their child's regular and punctual attendance
- Are responsible for ensuring that their child is properly dressed in full school uniform in a fit condition to learn.
- Must be aware that if school do not receive notification of absence it will be classified as **unauthorised** and you could risk facing a Fixed Penalty Notice.
- Can expect the school to keep them informed of their child's attendance and punctuality.

### Pupils

- Will ensure that they attend school regularly and on time.
- Will be listened to and respected.
- Who experience attendance difficulties will be offered prompt and sympathetic support through the Traffic Lights Attendance Initiative.
- Who have excellent attendance, or move up a level will be sent a letter to acknowledge their achievement
- Who have 100% attendance for a full term will receive a certificate in celebration assemblies.

### School

- Staff will endeavour to encourage good attendance and punctuality through personal example.
- Attendance is the responsibility of all school staff

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### Absence is authorised if:

- The pupil is ill.
- The pupil has a dental or medical appointment - half a day only will be authorised.
- The pupil was absent 'with leave' - granted by the Executive Headteacher or the Head of School.
- The absence occurred on a day set aside for religious observance.
- There is bereavement in the family.

### Absence is unauthorised if:

- No explanation is received by school after the 'Procedures for explaining absence' have been followed - see below.
- The school is dissatisfied with the explanations given
- The pupil stays at home to look after siblings.
- The pupil is shopping during school hours.
- The pupil is absent for unacceptable occasions eg birthdays, hair cuts etc...
- Parent/carer is ill
- A Fixed Penalty notice can be issued after 20 unauthorised sessions (10 days)

### Procedure for explaining absence

1. Parent/Carer must telephone or call at school office on first day of absence before 8:30 am.
2. If a telephone call or explanation of absence is not received on the first day of absence, the child's main carer will receive a telephone call from the school office asking for a reason for absence.
3. If no contact made in 1 or 2 above school must receive a letter explaining the absence.
4. If absence is longer than 5 continuous days a letter of explanation must be sent into school.
5. If no letter of explanation is received a letter will be sent from school requesting an explanation, this must be completed and returned to school.

### Procedures for going 'Out of School' (doctors, dentist etc)

- Parent/Carer informs the school office and shows appointment card/letter.

### TRAFFIC LIGHTS ATTENDANCE ZONES

Green	Above 96%
Amber	90% to 96%
Red	Below 90%



### Initial advice of attendance zones

Each pupil will receive a letter informing them of their attendance zone at the end of each term.

If a pupil's attendance is in the **Red Zone** a letter will be sent home explaining that their attendance will be monitored closely – see below under 'Continued absenteeism'.

Pupils who start mid-term will receive a letter informing them of their attendance zone at the end of their first term.

### Continued absenteeism

Pupils who fail to improve their percentage attendance or who are in the **Red** and **Amber Zones** will be investigated using the following strategies:

- Monitoring by the Executive Headteacher/ Head of School & Office Staff
- Invitation to parent/carer to attend Attendance Panel Meeting for discussion of attendance history
- Non attendance of Panel Meeting, parent/carer will be invited to a 2nd Panel Meeting
- Non attendance at 2nd Panel Meeting may lead to legal proceedings through EWO

### Acknowledging improving or excellent attendance

Letters will be given out at the end of each term to those pupils maintaining excellent attendance ie in the **Green** zone or those who have moved up, to the **Amber** or the **Green Zone**. 100% Attendance certificates will be awarded to children for a full term when they have attended school every day during that term.

### Holidays in Term Time

Parents and carers should be aware that no holidays during term time are permitted!