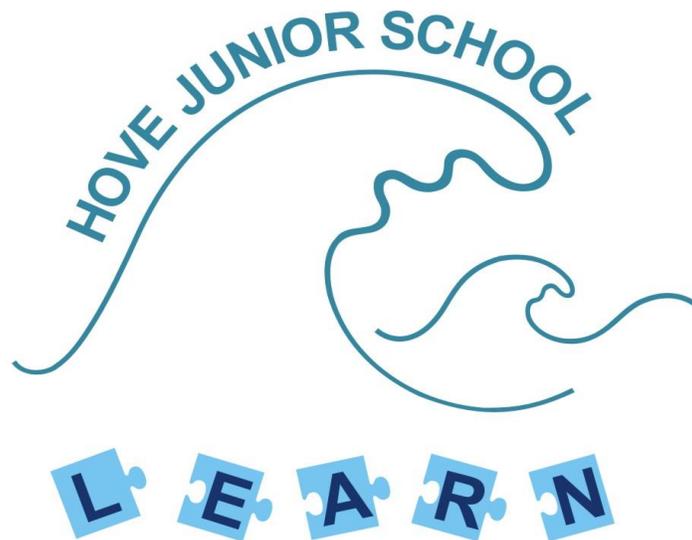


# **HOVE JUNIOR SCHOOL**

## **Policy for Good Attendance**



**Spring 2019**

## **Policy for Good Attendance**

We recognise that regular attendance is important for success at school and is the entitlement for all children. Early identification of poor attendance will be followed up with parents / carers by both the school and our Independent School Attendance Adviser (for the Hove Cluster).

**Every Day at School Counts** (see appendix 1). Good attendance means that children usually make good, consistent progress in their school work. Children who miss school during term time may never catch up with important work they have missed. All children have an entitlement to regular school attendance.

We expect good attendance from our pupils in order for them to make the most of the opportunities the school has to offer. We rely on our partnership with parents and carers to ensure that this is achieved. It is also, of course, a legal requirement for children to attend school regularly and arrive on time. It is the responsibility of parents and an essential element of pastoral care.

We ask parents/carers to help us by notifying us of all absences on the first day – we will contact you if we have not been notified of a reason for absence. The school should be notified in writing before any absence is taken which is known in advance.

### **Authorised and unauthorised absence**

The law requires that all schools must show the difference between authorised and unauthorised absence. We operate a RAG system (Red, Amber, Green):

Green 95% or more attendance

Amber 90-94.99% attendance

Red 89.99% or less attendance

**All absences mean that a child misses schoolwork. Authorised absence are mainly covered by the following categories:**

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observation
- Organised Sports Competition or approved public performance or the taking of exams
- Exclusion
- Compassionate leave

Authorised absence will not be given, whatever the reason, if a child's attendance is in the "red" (89.99% or less)

**Unauthorised absence mainly fall into the following categories:**

- Truancy
- Any absence the school has not been informed about, either by letter or telephone
- Holidays

## **Religious Observation**

Up to 2 days leave, per academic year, will be allowed upon request (subject to reasonable notice) where festivals fall within term-time.

## **Holidays**

At Hove Junior School we follow government and local guidance regarding requests for holiday leave. Any such application must be made in advance and the school must be satisfied that there are exceptional circumstances which warrant the leave. If a holiday request is not authorised the absence will be classed as an unauthorised absence. Our general practice is not to authorise holidays. We have to inform the Local Authority of pupils/families taking unauthorised absences.

## **Fixed Penalty Notice**

Unauthorised absence could result in a Fixed Penalty Notice (FPN) being issued from the Local Authority. A fine of £60 for each child is issued to each parent or guardian. If the fine is not paid within 21 days, another £60 fine per person will be issued; both must be paid within 28 days of the date when the original fine was issued. For example, if a family of four (two parents and two children) goes on an unauthorised holiday during term-time, each parent must pay £120 if paid within 21 days, rising to £240 if paid later.

Parents and carers will receive a formal written warning before the council issues a Penalty Notice unless parents or guardians request their child's absence from school for the purpose of a family holiday, without giving the School sufficient time to inform the Council.

An FPN can also be issued to parents who do not get their child to school on time for registration on ten occasions in any ten week period.

All monies are paid to the Local Authority and do not come to the school. There is no right to appeal. Fines will only be withdrawn if they are found to have been issued in error. The Brighton and Hove City Council website has information on Fixed Penalty Notices.

## **What can you do to help your child? .....**

- Make sure your child comes to school regularly and punctually
- Ring as early as possible on the first day of absence if your child is sick. (We will phone you if we have not heard from you by 10am – we will obviously be concerned if there is no response)
- If you feel it is essential for your child to miss school, for example for a religious festival etc, please advise the school, in writing, in advance of the absence

## **What will we do? .....**

- We will reward good attendance
- We will meet you to provide advice and discuss strategies when/where appropriate
- We will ring you on the first day of absence if we do not hear from you and follow up any unexplained absences and will continue to phone each day
- We will keep the Local Authority informed of pupils taking unauthorised absence and work closely with them to ensure pupils' good attendance
- We will provide you with a report on your child's attendance annually

- We will only grant permission for absences that do not meet the criteria for an authorised absence in very exceptional circumstances

It is vital that we work together to ensure good attendance and punctuality.

### **Roles and Responsibilities**

#### **It is the role of parents and carers to:**

- Ensure regular attendance and punctuality for their child/ren
- Write to the headteacher to determine whether authorised absence will be granted in advance when exceptional circumstances exist. Where a child's attendance is in the red, authorized absence will not be given:

Green	-	95% or more attendance
Amber	-	90% - 94.99%
Red	-	89.99% or less
- Inform the school on the first day of absence by 10.00am;
- Contact the school, in confidence, whenever problems occur which may keep children away from school;

#### **It is the role of the Class Teacher to:**

- Maintain accurate registers and records for the children in their care;

#### **It is the role of the Headteacher to:**

- Authorise absences on behalf of the governors;
- Carry out attendance checks;
- Maintain accurate attendance records using the RAG colour coding system so that absences can be accurately reported
- Keep governors informed;
- Keep parents/carers informed of attendance'
- Ensure that parents/carers meet with the Independent School Attendance Advisor if a child's attendance is of concern;

#### **It is the role of the Administration Assistant to:**

- Keep up to date, accurate attendance data using the colour coded system;
- Arrange for letters to be sent to parents where there are attendance concerns;
- Follow up all absences by 10.00am on the first morning of absence;
- Continue to call on each day of absence.

#### **It is the role of the Governors to:**

- Ensure registers are properly kept;

#### **It is the role of the Independent School Attendance Adviser:**

- Support the school in the monitoring of attendance
- Accept referrals from the school in cases of concern and conduct initial investigations;

- Act as key member of a network of agencies supporting pupils with attendance difficulties;
- When necessary, to act as the legal representative of the LA in the enforcement to their statutory duty to ensure regular attendance.

## Appendix 1

Every Day at School Counts					
175 Non-school days a year (i.e. weekends and school holidays)					
190 school days in each year					
190 days in a school year	10 days absence	19 days absence	28 days absence	38 days absence	47 days absence
	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
100% attendance	95% attendance	90% attendance	85% attendance	80% attendance	75% attendance
<p><b>GOOD</b></p> <p>Best chance of success – gets your child off to a flying start</p>		<p><b>WORRYING</b></p> <p>Less chance of success, makes it harder to make progress</p> <p>This will result in you being contacted about your child's attendance and you may need to meet with our Independent School Attendance Adviser.</p>		<p><b>SERIOUS CONCERN</b></p> <p><b>Absence will affect your child's progress</b></p> <p><b>ACTION WILL BE TAKEN</b></p>	