



# Crossley Hall Primary School

## Attendance Policy

Ratified at Full Governing Body on 4/11/2014

At Crossley Hall Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Crossley Hall Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect or bullying.

## Crossley Hall Pupil Attendance Policy

Good attendance at school is important for your child's education and establishes a positive working ethos early in life.

Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to Bradford Council and the Department for Education and are recorded on a child's annual report.

It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

Every child's attendance is looked at carefully over each term. Children who manage to achieve 100% attendance at the end of each half term will be rewarded with a special attendance badge. Each child who manages to collect all badges throughout the year will be rewarded with a special gift or prize.

All of the seven primary schools within the Exceed Alliance have whole school attendance which is the Government's expected level for primary schools.

Whilst we recognise that the large proportion of families ensures that their children come to school every day and on time, there are still too many whose attendance falls below.

### **1. Extended leave and family holidays in term time:**

From 1<sup>st</sup> September 2013, the ***law has been changed (The Education (Pupil Registration) (England) Regulations 2006)*** which removes the statutory threshold of the discretionary 10 school days absence for the purpose of a family holiday or extended leave except for exceptional circumstances.

Consequently **NO FAMILY HOLIDAYS OR EXTENDED LEAVE WILL BE GRANTED** for any child from this date.

Families must note that if they decide to take unauthorised leave e.g. go on extended leave in term time, then the schools will actively pursue the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.

Eg. If you have 3 children with a mother and father, then **each parent will be fined £60 per child** 3 x £60 = £180 which would be £360 fine for the family.

Additionally unauthorised attendance may result in your child losing their school place and being taken off roll.

Any requests for leave in exceptional circumstances will be referred to the Exceed Alliance attendance panel for a decision.

## **2. Absence from School**

Parents are responsible for ensuring their children attend school every day but where a child is ill and it is not appropriate for them to attend, then absence will be authorised. However, in the past, a minority of parents have abused the system, resulting in their children having extremely low attendance. For this reason,

- When children are absent through illness, we ask that they see a doctor and that the appointment card and medication is shown at the school office.
- Illness will not be accepted as a reason for absence where children have regular, minor illness which cannot be substantiated.
- Staff will ask questions when parents telephone about illness so that they can give the correct advice about how long the child should remain absent etc.

Parents must note that where a child has **ten unauthorised sessions (1 session is half a day so 10 sessions = 5 days) in any 6 week period**, then this could lead to the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.

### **Attendance Challenge**

Any child with attendance below 85% will be placed on the Attendance Challenge for 8 weeks. This is a closely monitored program to encourage attendance to improve. If attendance does not improve during this time then there will be a referral to Education Social Welfare.

### **Pupils with attendance below 95%**

These pupils receive a termly attendance letter reminding them that attendance has dropped and they are in danger of being placed on the attendance challenge.

## **If you value your child's education – Don't Miss A Day**

### **The Positives – Research shows:**

- Children who have 95% attendance or above do better at school and better in later life
- Children who have 95% attendance or above are more confident, happier and find school more enjoyable
- Children who have 95% attendance or above find transition to Secondary School easier

### **The Positives – At Crossley Hall:**

- Children with excellent attendance will have a ride on the attendance limousine
- Children with excellent attendance win prizes during Attendance Challenge weeks

- Children with excellent attendance can win our termly attendance draw
- Children who have 100% attendance visit our end of term Attendance Party!



**Crossley Hall Primary School's attendance target: 96%**

**National Average: 95%**

**Check in the entrance hall for how we did last week!**

**Help us to achieve it!**

**Remember:**

**No Term Time Holidays!**  
**No appointments in school time!**  
**Be on time all the time!**  
**Only keep your child off when they REALLY cannot come to  
school.**