



# CORBY PRIMARY ACADEMY

## Attendance Policy

<b>REVIEW PROCESS</b>	
FIRST WRITTEN	October 2013
1 <sup>st</sup> REVIEW	October 2014
2 <sup>nd</sup> REVIEW	November 2016
3 <sup>rd</sup> REVIEW	March 2019

## **Introduction**

Corby Primary Academy expects good attendance from all pupils. The Academy recognises the importance of good attendance in enabling pupils to achieve their maximum educational potential and to have optimal life chances and enter adulthood successfully.

The Academy is committed to working in partnership with families and other agencies to support good attendance for all pupils.

Parents have a responsibility in law for ensuring their child attends the Academy regularly and punctually

The government recognises that a good level of attendance is at least 95 %. This is equivalent to ½ days absence a fortnight. Half a day's absence a week or a day a fortnight would give 90% attendance. A day's absence a week would drop attendance to 80 %.

## **Punctuality**

Being punctual for school is vital for pupils to be ready for learning, settle in to class routines and make good progress.

The gates and doors to the academy open for pupils and parents at 8:30am, school starts at 8:40am and registers taken as soon as possible after this time. Any child arriving after 8:40am will be marked as late and should enter school via the main reception and not through the classrooms. This is to ensure the pupil is marked as present in school for health and safety reasons. The registers remain 'open' for 20 minutes. Therefore any child arriving after 9:00am will be marked as having an unauthorised absence for ½ day. This will affect a child's overall attendance figures.

## **Notification**

The Academy expects that all parents communicate with them, either in writing or by telephone, giving a reason for a child's absence from school:

1. In advance of any planned absence, using the appropriate leave of absence request form.
2. On the first day of any unplanned absence.
3. During any absence expected to last more than three days.

The Academy will make a decision as to whether the absence should be authorised.

The Academy will operate a First Day Contact system whereby the parents of pupils who are absent and no notification has been received will be contacted and asked for the reason for absence.

## **Appointments**

We expect that as far as reasonably possible that medical, dental and eye appointments are made outside of school hours or in the school holidays. On occasions this might not be possible. We do expect children to attend school on the day of an appointment and only be absent from school long enough to attend the appointment.

Parents must notify the school and the absence will be recorded as a medical appointment.

## **Monitoring Attendance**

Individual pupil's attendance will be regularly monitored by the school and the Local Authority and concerns promptly discussed with parents and carers.

School staff will work with pupils, parents and other agencies to resolve school related issues which are impacting on a pupil's attendance.

Continued concerns regarding pupil attendance will result in an attendance contract being drawn up between school and parents.

If after school based initiatives the level of attendance continues to be unsatisfactory the school will request the involvement of the local authority's Educational Inclusion and Partnership Team.

## **Leave of Absence from School**

Following the governments guidelines which came into force on the 1<sup>st</sup> September 2013 the Academy is not able to authorise any absence from school unless in exceptional circumstances. There is no entitlement to any leave being authorised by the school. No authorisation will be given to any absences greater than 10 days per school year.

In exceptional circumstances the school may agree to authorise leave in term time. A decision to authorise will be taken following consideration to:

- the amount of time requested and frequency of requests
- the age of the pupil
- the pupil's general absence/attendance record, inc. overall percentage and patterns of attendance (no authorisation will be given if a child's attendance is below 95%)
- proximity of SATs and public examinations
- pupil's ability to catch up the work
- pupil's educational needs
- general welfare of the pupil
- circumstances of the request and purpose of the leave

If a parent mis-informs the school of the reason for the absence to support the case for 'exceptional circumstances' then the absence will be unauthorised, and a penalty notice may be issued.

Parents are required to put any request for leave of absence in writing using the appropriate form which can be obtained from the academy office or on the website. The Academy will respond to any such request in writing giving reasons for the decision.

The Academy may authorise all or part of the Leave of Absence request.

Penalty notices will be issued for unauthorised absence under the following criteria:

- 10 sessions (equivalent to 5 full days) of unauthorised absence in a period of 6 weeks.
- 5 consecutive days or more of unauthorised absence
- An accumulation of unauthorised absence leading to an attendance of 85% or less.

Penalty notices are £60 per child per parent if paid within 21 days.