



Attendance Policy

Revised: May 2021

Next revision : Autumn 2023

DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

the School	means Clifton All Saints Academy
LA	means Local Authority
The Attendance Officer	means the Local Authority Attendance Officer

The School is committed to maximising attendance for all pupils to enable them to benefit fully from their education.

The School believe that regular attendance is vital for effective learning. The School will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. The School recognises the importance of establishing strong home-school links and communication systems that can be utilised whenever there is a concern about attendance.

The School will identify and address problems affecting attendance and adopt procedures aimed at promoting full attendance.

The School has adopted the Central Bedfordshire Council, non-school attendance, fixed penalty notice, code of conduct,

see <http://www.clifton-beds.co.uk/school/homedir/documents/Fixedpenaltynoticecodeofconduct.pdf>

The School will:

- Record pupil attendance by calling registers every morning and afternoon. Registers will be marked in black (present) or red (absent).
- Send registers to the office by 9.10am and 1.30pm, recording pupils as absent if they are not in the building.
- Absent marks will be changed to late by the office staff for late comers – in school by 9.30am.
- Ensure that absences and their causes are correctly recorded, including unauthorised absences.
- Record names of pupils who leave school early for medical reasons.
- Contact parents or carers on the first day of absence if a reason has not been given for the child's absence.
- Contact the LA attendance officer if attendance of any pupil is causing concern, e.g. pupils at risk of becoming persistent absentees with 85% attendance or below, or after an extended absence of over 2 weeks.

Teachers will:

- Adopt a positive attitude towards children returning from an absence.
- Provide the opportunity for absentees to catch up on missed work vital to their progress.
- Celebrate good attendance and punctuality.

The Head will:

- Authorise absences only in very exceptional circumstances
- Meet with parents of a child or children who have a poor attendance record and put in place strategies for improving attendance or punctuality.
- Monitor attendance and contact the Attendance Officer promptly if there is a cause for concern.
- Meet termly with the Attendance Officer to discuss attendance and attendance concerns.

What we expect from the parents

As always the School hope to work with parents to develop their child intellectually, socially, emotionally, physically, spiritually and morally. Punctual and regular attendance not only enables the child to learn effectively but helps to promote self- esteem and a sense of community. It is a proven fact that children with poor attendance not only fall behind their peers academically but also lack confidence and fail to maintain positive relationships with other members of the class.

For this reason, the School ask you to assist it by:

- Ensuring that your child attends school regularly, punctually, properly dressed and in a fit condition to learn.
- Arriving at school promptly at the start of sessions. The school gates open at 8.50am and the first bell goes at 8.57 am indicating the start of the school day.
- Notifying school of the reason for any absence on the first day.
- Avoiding making medical appointments during school hours.
- Setting a good example with regard to punctuality by collecting children on time at the end of the school day and after clubs and extra-curricular activities.
- Avoiding booking holidays in term time. Holidays in term time can only be granted in very exceptional circumstances. Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the LA for consideration of a Penalty Notice or other action. Please see below for further information.

CENTRAL BEDFORDSHIRE GUIDANCE - IMPORTANT INFORMATION FOR PARENTS /CARERS

Parents do not have a legal right to take their children out of school in order to go on holiday during term-time and should not as a rule expect any leave to be granted.

Schools can authorise absence for a family holiday only if:

- Parents can demonstrate that there are very exceptional circumstances.
- The request is made in advance by the parent with whom the child normally lives.

If you take your child out of school for a family holiday without the School's prior authorisation the absence will be recorded as unauthorised and noted in your child's school records.

If your child goes on a family holiday which has been authorised by the School yet fails to return by the agreed date any extra time absent from school will be counted as unauthorised.

If your child is absent from school on a family holiday which has been unauthorised the School will refer to the Local Authority who may issue a Penalty Notice. This Penalty Notice is a fine of £60 which, if not paid within 21 days, rises to £120. If you are issued with a Penalty Notice and you fail to pay it within 28 days you will be prosecuted in court.

CHILDREN MISSING FROM EDUCATION

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Central Bedfordshire Children Missing Education Team.

<https://forms.centralbedfordshire.gov.uk/officeforms/ChildMissingEducation.ofml>

Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family

All contacts and outcomes to be recorded on the pupil's file