



Tree Tops Primary Academy

Attendance Policy

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Revision Log (last 5 changes)

Date	Version Number	
21/09/21	1.1	Reviewed & reformatted
31/08/23	1.2	Reviewed reformatted Amendments to 'Responsibility of parents and carers'
12/01/24	1.3	Reviewed Amendments to 'Removing a Pupil from Role'

At Tree Tops Primary Academy we are committed to provide a full and efficient educational experience to all students and we recognise this can only be achieved by supporting and promoting excellent school attendance for all.

Excellent attendance and punctuality is fundamental to a productive and successful education and career. We therefore actively promote and encourage 100% attendance by all of our pupils.

Aims:

Through this policy we aim to:

- Raise pupils' attainment and progress through high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all pupils, apart from those with chronic health issues.
- Raise awareness for parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education (It is a legal responsibility to ensure your child has good attendance).
- Work in partnership with parents, carers, pupils and the Education Welfare Services.

Responsibility of parents and carers:

Children who are persistently absent or late fall behind in their learning. Children who are frequently absent from school develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations both now and in the future.

If your child's attendance drops below 96% in any term you will receive communication from the attendance team, please refer to the '**Attendance: Intervention Escalation Plan**' for further details.

Punctuality:

It is the responsibility of the parent / carer:

- To ensure that their child arrives at school on time. School starts at 8:45am and gates stay open until 9:00am, however it's vital that pupils are in their classrooms by 9:00am, ready for registration and to actively participate in their learning. Any child that arrives after the completion of the registers at 9:00am could be marked as unauthorised absence.

Absence:

It is the parent / carer's responsibility:

- To notify the school every day their child is absent before 9:30am or as soon as possible by telephoning the school office.

- To ensure that as far as possible, medical appointments are arranged for outside of school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance and the children should attend school before / after the appointment.

Illness / Medical absence:

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card or a consultant letter.

The school will automatically ask you to fill out a medical form to provide details of your child's illness.

Absence for Holidays:

Parents / carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If parents / carers decide to take a holiday during term time their child's absences will be marked as unauthorised. A fixed penalty notice could be issued by the Education Welfare Service for unauthorised holiday absence during term time. This is payable at £60 per child, per parent.

Absence for other reasons:

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement may be authorised by the Principal. These requests must be discussed with the Principal well in advance of the absence period. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

Unexplained absence:

When a child is repeatedly absent and no satisfactory reason is given, the parent / carers will be investigated and may be liable for prosecution and / or a fine from the Local Authority.

Regular monitoring is carried out by the school and by the Education Welfare Officer. Children who have repeated unauthorised absences will be contacted by the school or the Education Welfare Officer and may be invited into an attendance meeting to discuss absences.

Children missing in education:

If a child is absent (unexplained) for at least 5 consecutive days, the Education Welfare Officer will be notified and a home visit may be carried out.

Persistent Latecomers:

Children who repeatedly attend school late after 9:00am will be brought to the attention of the Education Welfare Officer. Warning letters will be issued to the parents / carers of these children and a fixed penalty notice may be issued.

Unacceptable reasons for absence include and are not limited to:

- Overslept
- No uniform
- Parents ill health
- Car broke down
- School work is too hard
- Not returning to school after a dental or medical appointment

If your child is regularly absent for any of these reasons their absence will be marked as unauthorised.

Removing a Pupil from Roll

As per The Education Regulations Act 2006 Section 8, when all possible actions have been taken we will remove the student from academy roll due to continued serious absence.

Where a pupil has failed to attend the Academy within 10 school days, immediately following an authorised leave of absence, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))

Where a pupil has failed to attend the Academy for 20 school days or more and absence is unauthorised, and there are no reasonable grounds for the pupil not to attend, the Academy and Local Authority will make reasonable enquiries to ascertain where the pupil is, and if unable to establish the pupil's whereabouts we will remove from roll. ([Education \(Pupil Registration\) \(England\) Regulations 2006](#))