




HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee
Registered in England: Company Number 10760863
Registered Office: Whybridge Junior School, Rainham, Essex, RM13 7AH
www.hornchurchacademy.org

	Name of School	Upminster Infant School
	Policy review Date	1 st July 2021
	Date of next Review	31 st August 2022
	Who reviewed this policy?	Mr C W Hobson
	Date approved by Board of Trustees?	8 th July 2021

Attendance Policy

Aims and Objectives

Staff and Trustees of the Hornchurch Academy Trust recognise the great importance of high attendance and punctuality. We realise that a high level of attendance ensures continuity of learning and supports the pupil's personal development. Research shows that pupils with higher levels of school attendance are more likely to benefit from education, achieve better examination results both at primary and secondary school levels and go on to have more successful careers.

Similarly, irregular or poor attendance at school can lead to pupils underachieving and underperforming in examinations and therefore have a detrimental effect upon their careers. It can also hinder the maintenance of relationships within the pupil's peer group.

The Law

Section 7 of the Education Act 1996 requires all parents (and carers) of a child of compulsory school age who is registered at a school to ensure that the child attends that school regularly and punctually. **Failure to do so is an offence.**

See appendix A.

Impact of absence from school

Absence from school can be disruptive not only for the individual pupil but also for the pupil's whole class. Whilst there may be occasions when a pupil is unable to attend school e.g. due to illness, all other absences should be kept to a minimum and if at all possible avoided. Absence can lead to gaps in learning which hinder future progress.

Minimum attendance of 95% (10 days absence per year) means that during primary years the child will miss more than a term of education.



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- If attendance is between 90% - 95% (10-20 days absence per year) it means that during primary years the child will miss 2 or more terms of education.
- If attendance is between 85% - 90% (20-30 days absence per year) it means that during primary years the child will miss over a year of education.
- Of pupils who miss more than 50% of school, only 3% manage to achieve five A* to C GCSE grades including English and Maths.
- Of pupils who miss between 10% and 20% of school only 35% manage to achieve five A* to C GCSE grades including English and Maths.

Of pupils who miss less than 5% of school 73% manage to achieve five A* to C GCSE grades including English and Maths.

Attendance Registers and Punctuality

Attendance registers are required in law to be called twice a day; once at the commencement of the morning session and once at the commencement of the afternoon session. Children must attend school on time in order to be given a mark for the morning/afternoon session.

It is important that children arrive for school punctually to ensure a calm and purposeful start to the day. It also shows consideration for everyone else in the class and avoids repetition of instructions and teaching.

Parents/carers are therefore expected to ensure that children are present at registration:

Please see Appendix B

Pupils arriving at school after the register has been called will be marked late, and should report to the school office accompanied by a parent/carer with a reason for the lateness.

If a child is late a number of times in a term, a letter will be sent home and parents/carers will be asked to discuss the problem with the Head Teacher. If lateness continues, the school will inform the Attendance, Behaviour & Traveller Service (ABTS), who will then issue a letter and may need to visit the home. Registers remain open for 15 minutes. Pupils arriving after the close of registers without prior authorisation will have an unauthorised absence for that session.

Absence Procedures

First Day

We ask that parents/carers should contact the school on the first day of absence, in person or by phone (by 9.30), stating the child's name and class and briefly the reason for the absence.

Please do not email the school regarding absence.



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If no message is received the school will investigate to ensure the safety of the child by telephoning, starting with the first person on your list of contacts, then going down the contact list until we can ascertain that your child is safe.

On return

When a child returns, he/she must bring in a letter of explanation signed and dated by a parent/carer.

- If a written explanation is not received, the school is legally obliged to follow this up. The school will send one reminder letter via your child requesting the reason for absence. If this is not returned within three school days the absence will be recorded as unauthorised.
- Unexplained absences will be categorised as unauthorised after one week.

NB: Absences cannot be authorised unless this procedure has been followed.

Term Time Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013, which mean that:

The Head teacher **may not grant** any Leave of Absence during term time unless they consider there are **exceptional circumstances** relating to the application.

Holidays are not regarded as exceptional and therefore will not be granted.

Applications for Leave of Absence must be made in advance.

The school can only consider applications for Leave of Absence which are made by the resident parent.

Please also note that no leave of absence will be granted for Year 2 or Year 6 pupils from **February to the end of May**, during the lead up to the SATs.

It is not generally appropriate for teachers to prepare work for children when absent from school.

Authorised Absences

Absence will be treated as authorised if:

- the pupil is absent with authorised leave
- the pupil is ill (medical evidence* required for 5 days or more, **or** if the absence occurs immediately prior to or after a school holiday) or prevented from attending by any unavoidable cause
- the pupil is attending a medical/dental appointment that cannot be arranged outside school hours
- the absence occurs on a day set aside for religious observance



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- the pupil is attending an interview for a place at another school the pupil is participating in an approved public performance or sporting activity which are not deemed detrimental to the child's education
- the pupil has been temporarily excluded from school

Unauthorised absence

Absence will be treated as unauthorised if:

- no explanation is forthcoming from the parent. This is a Parent / Carer responsibility
- the school is dissatisfied with the explanation
- the pupil is absent for an unexceptional special occasion
- the pupil is away from school on a family holiday

Please be advised that the school, in line with the Local Authority, will issue parents who take their children on term-time holidays with a Penalty Notice as follows:

If a child is absent from school for a holiday during term time, the Penalty Notice is a £60 fine per parent, per child (within 21 days), rising to £120 if paid after 21 days but within 28 days. If not paid prosecution will be sought.

Monitoring Absence

Absence checks are made every 4 weeks by the Attendance Office and the ABBTS. Attendance falling below 95% will be investigated and parents will be notified that their child's absence has fallen below this level. Should attendance not improve and your child's attendance falls below 90% you will be invited to meet with the ABBTS and Attendance Officer to discuss this.

Some children need encouragement to attend regularly. Any problems are best sorted out between the school, the parents/carers and the child.

It is never better to cover up their absence or to give in to pressure to excuse them from school. This gives the impression that attendance does not matter and may make things worse. Parents/carers are expected to contact the school at an early stage and to work with the staff in resolving problems together. This is almost always successful.

If attendance problems cannot be sorted out in this way, the school may have no alternative but to refer the child to the ABBTS from the Local Education Authority. These officers can use court proceedings to prosecute parents/carers or to seek an educational supervision order on the child.



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Appendix A

Education Act 1996, Section 444 as amended by Section 82 and 109 of the Education and Inspection Act 2006 444 Offence: failure to secure regular school attendance of registered pupil

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent is guilty of an offence.

(1a) If in the circumstance mentioned in subsection (1) the parent knows that the child is failing to attend regularly at the school and fails to cause the child to do so, he/she is guilty of an offence.

(1b) It is a defence for the person charged with an offence under subsection (1a) to prove that there was a reasonable justification for their failure to cause the child to attend regularly at school

(2) Subsections (2a) to (6) below apply in proceedings for an offence under this section in respect of a child who is not a boarder at the school at which they are a registered pupil.

(2a) The child shall not be taken to have failed to attend regularly at the school by reason of the absence from the school at any time if the parent/carer proves that at that time the child was prevented from attending by reason of sickness or any unavoidable cause.

(3) The child shall not be taken to have failed to attend regularly at the school by reason of their absence from the school

(a) with leave, or

(b) any day exclusively set apart for religious observance by the religious body to which parents belongs.



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Appendix B

Scargill Infant School	8.55am – 11.55am	AM session
	1.00pm – 3.10pm	PM session
Scargill Junior School	8.55am – 11.55am	AM session
	1.00pm – 3.15pm	PM session
Whybridge Junior School	8.55am – 12.10pm	AM session
	1.15pm – 3.30pm	PM session
Upminster Infant School	8.55am – 12.00pm	AM session
	1:15pm – 3.05pm	PM session
Upminster Junior School	8.55am – 12.15pm	AM session
	1.15pm – 3.15pm	PM session