



THE DINGLE PRIMARY SCHOOL

Attendance Policy

Aims of the Policy

- To create a culture in which good attendance and punctuality is the 'norm'.
- To demonstrate to pupils, parents and staff that good attendance and punctuality is valued by the school and is a prerequisite to success at school.

Attendance

Good attendance and punctuality are expectations of the school.

Parents are expected to ensure their child attends and arrives at school on time. The school aims to achieve good attendance and punctuality by operating an Attendance Policy which recognises that pupils, parents, staff and the Local Authority (Education Welfare Officer) can work in partnership. The school endeavours to maintain attendance and to ensure quick and early intervention when problem is identified.

All staff encourage good attendance and punctuality, and liaise with home and other agencies when this is appropriate.

The attendance policy is based on the premise of equal opportunities for all.

Objectives

- To improve communication with parents in relation to regular attendance and punctuality
- To ensure that all school staff take responsibility for encouraging good attendance and punctuality
- To recognise the key role of class teachers in promoting and monitoring good attendance/punctuality.
- To promote effective working relationship with the LA



School Systems/Roles

- Teachers will maintain a daily register
- Absence is monitored by the school office and our Attendance Officer on a half termly basis and where a pupil's absence drops below 90% this is deemed as persistent absence, by the local authority. Parents are then notified of this by letter.
- If absence is prolonged or unexplained advice will be sought from the Education Welfare Service.
- The school follows the guidelines and procedures of alerting and tracking Children Missing in Education as outlined in the Cheshire East Children Missing in Education Policy.
- The Dingle Primary School will report ALL changes to their registers within 5 days. As the school operates an Arbor based system, this information will be automatically updated daily.
- An annual attendance summary is reported to parents in the summer term along with their child's school report.
- Attendance figures are reviewed by the school half termly and the LA annually.
- Absence can be authorised at the Head Teacher's discretion. As the Headteacher is classified as the school's Attendance Champion. Concerns about attendance should be sent to attendance@dingle.cheshire.sch.uk.
- Registers are open up to 30 minutes after the school start times. Pupils in Key Stage 1 begin their registration at 8.50am. Pupils in Key Stage 2 start their registration at 8.55am. Any child who registers after the 30-minute window, from the start of their registration time, will be recorded in the register as 'U' (unauthorised) and after receiving ten 'U' codes, within a 10-week period, the school will apply for a fixed penalty notice to be issued to parents totaling £80.00 per child, per parent.

Parents

- Are requested to inform school before 9:00 am on the first day of absence if their child is to be absent from school. This can be by phone or in person. This should be done daily for as long as the child is absent.
- Will apply, in writing, through the absence request form (found in the school office), giving details, if a child is required to be absent from school for any reason other than illness or essential medical appointments. (This should not include routine dental checks/doctor's appointments). Failure to apply for the special circumstance, leave of absence, will automatically result in an unauthorised absence mark in the register for the duration of the absence.
- Medical appointments should be kept to a reasonable minimum during the school day. Should this not be possible, parents may be required to provide proof of the appointment. This can be sent or handed in to the school office.
- Absence will be authorised or not based on the criteria outlined in Appendix 1.



The person receiving the phone call

- This person should complete the reason for absence on the Arbor system.

The Head Teacher (Attendance Champion), supported by the Attendance Officer will

- Ensure that all staff are aware of the statement for attendance and punctuality and ensure that they are aware of their roles.
- Advise on the coding of absences other than those due to medical reasons.
- Carry out appropriate checks before authorising absence in term time.
- Liaise as appropriate with the Education Welfare Service and any other LA officers who may require information regarding attendance or punctuality having due regard for equal opportunities and Human Rights.
- Regularly check the registers to ensure consistency throughout the school; that the policy on attendance and punctuality is being implemented; that children whose attendance/punctuality is causing concern are being monitored and that all roles in relation to attendance and punctuality are being carried out in line with this policy
- Report any findings/reports from the Education Welfare Service relating to attendance or lateness as they are received.
- Report attendance statistics and monitor annual rates of absence.
- Review this policy every year or when changes to legislation demand

The Governors will

- Receive termly reports from the Head Teacher regarding attendance
- Monitor the implementation of the policy

Good attendance and punctuality should be viewed as an expectation.

Agreed Chair of Governors 

Dated: September 2024



Attendance Policy

Appendix 1

Authorised and Unauthorised Absence and Fixed Penalty Notices.

The Department for Education expects schools to encourage good attendance of its pupils to improve standards of education at all ages. Under Section 444(1) of the Education Act 1996 it gives schools the authority to work with Local Authorities to issue Fixed Penalty Notices to deter unauthorised absence.

Authorised absence is when a school agrees a child can be absent from school due to illness or another exceptional circumstance.

Unauthorised absence is when the school has not received an explanation from parents or guardians for a pupil's absence, or a pupil is absent without exceptional circumstances, such as a family holiday in term time.

Exceptional Circumstance- an event that is desirable for a child to attend that could not have taken place during a school holiday eg funeral, wedding, or a holiday which results from restrictions placed on an employee for time off. This has to be evidenced in writing from the employer.



Fixed Penalties for Unauthorised Absence:

PENALTIES FOR UNAUTHORISED ABSENCE		
Timeline	One Child	Two Children
Paid within 21 days	£80 per parent	£80 per child doubles to £160 per parent
After 21 days and before 28	£160 per parent	£160 per child doubles to £240 per parent
After 28 Days	You will receive a summons to appear before the Magistrates Court on the grounds you have failed to secure your child's regular attendance. (Please see sheet guidance)	You will receive a summons to appear before the Magistrates Court on the grounds you have failed to secure your children's regular attendance. (Please see sheet guidance)

Agreed:

Head Teacher 

Chair of Governors 

Date applicable.....July 2024.....

Date for Review.....Sept 2025.....