

Highfield Community Primary School

Attendance Policy



Academic Year
2021 – 2022

Overview

This policy is written by those leaders responsible for monitoring attendance in the Blacon Education Village and in consultation with Cheshire West and Chester Education Welfare Service. The policy is in line with legislation 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013. It aims to ensure the enjoyment and achievement of all pupils within the Blacon Education Village (BEV).

Principals:

The Blacon Education Village policy is founded on the following key principals:

- Every child has the opportunity to fully participate in school life and have access to the full time education to which they are entitled.
- To enjoy and achieve
- To feel a valued member of the school and wider community.

Policy in practice:

The schools within the Blacon Education Village will each follow their Statement of Practice which outlines procedures for the recording and monitoring of attendance.

Absence is recorded legally as '**authorised**' (approved by school) or '**unauthorised**' (not approved by school). Attendance will be regularly monitored by school and any concerns discussed with the Education Welfare Officer.

Parents whose children's attendance is of concern may be invited into school to an Attendance Panel Meeting to discuss these concerns and agree a way forward.

Persistent unauthorised absences may result in parents being issued with a Fixed Penalty Notice of £60 per parent per child. If this remains unpaid it can result in a prosecution in the magistrates court.

Notice to be issued. Again this is £60 per parent, per child.

It is still the decision of the Headteacher/Governors to authorise or not authorise leave of absence during term time. Amendments to legislation state that leave during school time should only be granted in exceptional circumstances. Guidance from the government is that the only situation classed as exceptional circumstances would be a parent returning from leave from the Armed Forces. If a parent/carer request a leave of absence during term time which is declined, and the child is subsequently absent in circumstances which suggest that the leave was taken despite the lack of consent, Government Guidance suggests that the absence is recorded as an Unauthorised Absence and that an Unauthorised Leave of Absence Fixed Penalty Notice should be issued.

After 10 days of continued non school attendance and after the school has been unable to contact parents to establish the reason for the absence, the school should refer to their Education Welfare Officer using the Missing Child referral form (CME2).