



Grove House Primary School

Attendance Policy

At Grove House Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Grove House Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect or bullying.

Grove House Pupil Attendance Policy

Good attendance at school is important for your child's education and establishes a positive working ethos early in life.

Under current government legislation, unauthorised absence is regarded as truancy. All absence figures have to be reported to Bradford Council and the Department for Education and are recorded on a child's annual report.

It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

Every child's attendance is looked at carefully over each term. Children who manage to achieve 100% attendance at the end of each half term is rewarded with a special attendance badge. Each child who manages to collect all badges throughout the year is rewarded through our end of year attendance treat.

Whilst we recognise that the large proportion of families ensures that their children come to school every day and on time, there are still too many whose attendance falls below.

1. Extended leave and family holidays in term time:

From 1st September 2013, the ***law has been changed (The Education (Pupil Registration) (England) Regulations 2006)*** which removed the statutory threshold of the discretionary 10 school days absence for the purpose of a family holiday or extended leave except for exceptional circumstances.

Consequently, **NO FAMILY HOLIDAYS OR EXTENDED LEAVE WILL BE GRANTED** for any child from this date.

It is essential that parents inform school in advance of their intention to take extended leave in term time, we ask parents to complete the required paperwork via the school office. If a child is absent and we have not been informed of a reason and we are unable to make contact with you via phone or through a home visit, we may contact the police and ask them to carry out a welfare check.

Families must note that if they decide to take unauthorised leave e.g. go on extended leave in term time, then the schools will actively pursue the issuance of a fixed penalty notice, which could lead to a minimum fine of £60 per child per parent.

Eg. If you have 3 children with a mother and father, then **each parent will be fined £60 per child** 3 x £60 = £180 which would be **£360** fine for the family.

Additionally, unauthorised attendance may result in your child losing their school place and being taken off roll.

Any requests for leave in exceptional circumstances will be referred to the Governor panel for a decision.

2. Absence from School

Parents are responsible for ensuring their children attend school every day except where a child is ill and it is not appropriate for them to attend, then absence will be authorised. However, in the past, a minority of parents have abused the system, resulting in their children having extremely low attendance. For this reason, the school requests that when children are absent through illness, they see a doctor and that the appointment card and medication is shown at the school office as proof of attendance.

There may be occasions where school carries out a home visit. These visits are carried out by school staff members, who then feedback to school of their findings.

Home visits will be carried out:

- where children have regular, minor illness which cannot be substantiated and we may carry out a home visit.
- Where attendance for children is already low
- If we do not hear from you as to why your child is absent

Where illness is communicated via email, we may carry out a home visit if the child remains absent, so that they can give the correct advice about how long the child should remain absent etc. When contacting school, staff will ask questions when parents telephone about illness so that they can give the correct advice about how long the child should remain absent etc.

Should we be unable to contact you via phone or at a home visit and we are concerned about your child's welfare, we may then contact West Yorkshire Police and ask them to conduct a welfare visit.

Parents must note that where a child has **six unauthorised sessions (1 session is half a day so 6 sessions = 3 days) in any 6 week period**, then this could lead to the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.

[Click here to read Bradford Council Penalty Notice Leaflet](#)

3. Attendance Challenge

Any child with attendance below 93% will be placed on the Attendance Challenge. This means your child's attendance will be monitored by school who will work with you to create a plan to ensure improvements are made. If attendance does not improve during this time, then you will be invited into school to meet with the Headteacher. If we still find that no improvement is made, then it may be seen appropriate to refer you for additional support through outside agencies.

If you value your child's education – Don't Miss a Day!

The Positives – Research shows:

- Children who have 96% attendance or above do better at school and better in later life
- Children who have 96% attendance or above are more confident, happier and find school more enjoyable
- Children who have 96% attendance or above find transition to Secondary School easier

Grove House Primary School's attendance target: 96%

Help us to achieve it!

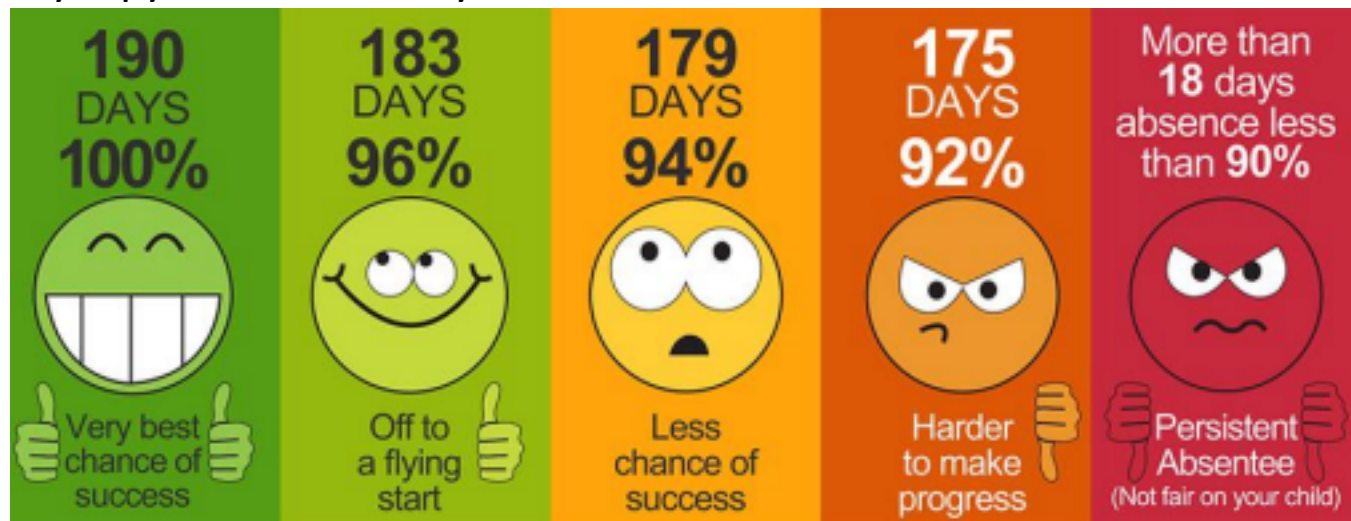
Remember:

No Term Time Holidays!

No appointments in school time!

Be on time all the time!

Only keep your child off when they REALLY cannot come to school.



September 2021

Next review September 2023