




<b>Policy Title</b>	Attendance Policy
<b>Purpose</b>	To ensure a consistent approach to monitoring attendance.
<b>Review Date</b>	This policy will be reviewed annually or earlier if considered necessary. Any amendments will be presented to the Governing Board for approval. May 2025
<b>Coordinator/s</b>	Colleen Bath (SBM)
<b>Signed</b>	<b>Numera Ismail (Chair of Governors)</b> 

## Attendance Policy

At Uplands Infant & Nursery School, we value each child and every aspect of their education. We are committed to providing enabling environments that are uniquely suited to individual learners, with responsive, skilled and passionate staff to further learning.

### Introduction

Our staff are committed to maintaining high levels of attendance. High levels of attainment are closely associated with high levels of attendance.

### Responsibility, Action and Roles

**Parents/carers** must ensure their children receive appropriate full-time education according to their age, ability and aptitude as stated in the Education Act. This means ensuring a child registered at Uplands attends regularly and punctually. Parents/carers can be fined and prosecuted if their child's attendance is poor. At Uplands Infant & Nursery School, we ensure that parents/carers are aware of the expectations of the school and the actions we take. These actions involve:

- A Home School agreement
- Fortnightly scrutiny of attendance
- Letters home expressing any concerns

- An opportunity to meet with the Head Teacher to discuss concerns
- Telephone calls and home visits to seek further information
- Home visits where appropriate
- Interview with Head Teacher to request Leave of Absence
- Referrals to the Education Welfare Officer
- Monthly prizes for 100% attendance for children in all year groups from Nursery to Year 2
- An 'Attendance Cup' for the class with the best attendance for the week

**Regular attendance is very important for your child's progress.**

DO try and get your child to school by 8.35am in the morning as the register will be taken at 8.45am prompt.

### **Teachers**

- Have a duty to register the attendance of pupils
- Take reasonable steps to ensure there is an accurate record
- Carry out procedures established by the school

### **Education Welfare Officer**

Every school in Leicester is supported by a trained Education Welfare Officer who:

- Can offer guidance and advice to families and young people
- Work in partnership with school and parents to maximise educational opportunities
- Work together with other agencies involved in the welfare of children

### **Department for Education (DfE)**

Records attendance and publicises information on levels of authorised and unauthorised absence annually.

### **The Governing Body**

The Governors at Uplands Infant & Nursery School are committed to help secure improved attendance by:

- Seeking detailed analysis on pupil attendance, both authorised and unauthorised
- Submitting regular returns to the Local Authority on levels of pupil attendance
- Identifying actions for improving attendance in consultation with staff
- Sending information to parents/carers on attendance
- Working with the school to set clear expectations and policy so that parents/carers are clear about the school and statutory requirements.

### **Authorised Absence**

Only the school can lawfully approve absence, not parents or carers. Absence is authorised for the following reasons:

- Illness
- Religious observance
- Exceptional circumstances
- Educational visits

Parents must notify the office of any absence either by email, the school app, telephone or in person on the first day of absence. The office staff will contact parents/carers if no explanation is forthcoming.

### **Unauthorised Absence**

Where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming from the parent/carer then the absence will be treated as unauthorised. Any reason other than those listed above will be considered to be an unauthorised absence. If doubt remains about an explanation offered by parents/carers, the absence will be treated as unauthorised.

The Local Authority may issue Fixed Penalty Notices to parents/carers of children who have more than 10 days unauthorised absence over a period of 12 weeks. The amount of the penalty to be paid will be:

- £60 if paid within 21 days of the receipt of the notice and
- £120 if paid within 28 days.

### **Sickness**

If your child is ill, then please telephone the school and leave a message on the dedicated absence line or report via the school app, email or in person.

### **Lateness**

A pupil will be marked late if she/he arrives after the class teacher has taken the register. At Uplands Infants and Nursery School this is by 8.45am, 12.25pm & 1.10pm. If a child arrives late, the parent/carer must see the office staff and sign into the electronic InVentry system.

### **Medical / Dental Appointments**

If a child needs to be taken out of school during school hours for any reason, the office staff must be informed by the parent/carer immediately. Registers must be accurate in case of fire. Staff will always ask to see appointment cards.

### **Extended Holidays**

Schools cannot authorise leave of absence unless the Head Teacher considers that there are exceptional circumstances relating to the request.

**No absences will be authorised for extended holidays. All absence taken for holidays becomes unauthorised and if after 20 days of unauthorised absence the child has not returned to school, the child will be removed from the school roll.**

If parents/carers of a pupil who has been removed from the school roll subsequently turn up and request re-admission, then they must apply to the Local Authority for a place in our school. It will then be dependent on whether or not the school has sufficient places, as to whether their request can be met.

## **Attendance Procedures for Teaching and Office staff**

### **Registers**

Registers are completed electronically by 8.45am, 12.25pm and 1.10pm. All children must be marked as either present or absent before the register is closed. If a child arrives after 8.45am, but before the register has been sent to the office, a late mark of 'L' will be applied. If a child arrives **after** the register has been sent, then a late mark of 'U' will be applied, a 'U' mark will affect your child's attendance.

If a child enters or leaves school other than at the normal times the parent/carer must go to the office to seek permission and to enable the office staff to sign them out on the InVentry system.