

**Attendance Policy 2018**  
**The Pathway Academy Trust**



All children are entitled to receive an effective full-time education suitable to their age, ability and aptitude. It is the joint responsibility of the schools and parents/carers to ensure that our children receive that education.

The Pathway Academy Trust (TPAT) expects all children to attend school every day that the school is open, in full school uniform, arriving on time, registering for the morning and afternoon sessions and remaining for the full school day.

Only the school has the right to authorise absence. The school will not do this if they believe that a child's attainment is being significantly impaired by his/her level of attendance.

**Punctuality**

Punctuality is very important. It is essential that all pupils arrive no later than the school starting time. Children need to develop good habits of punctual attendance from the earliest age. Children who arrive late at school will miss vital parts of the lesson and this will have an impact on their learning. Arriving late for school is a poor start to the day, causing embarrassment to your child, disruption to the class, unnecessary difficulties for teachers who are teaching, and most importantly, disturbance to learning for other children.

At Culverstone Green Primary School, the school day starts at 8.50am. Children who arrive after that time are considered late.

At Riverview Junior School, the school day starts at 8.40am. Children who arrive after that time are considered late.

At Riverview Infant School, the school day starts at 8.40am. Children who arrive after that time are considered late.

At Wrotham Road Primary School, the school day starts at 8.55am. Children who arrive after that time are considered late.

Most primary age children are brought to school by parents or carers. Therefore, poor punctuality is the sole responsibility of the parents or carers. If children are not brought to school on time they come to believe that education is not considered to be important, which often leads to truanting when they are older.

**Illness and medical appointments**

**Medical and dental appointments should be made outside of school hours wherever possible. If this is impossible then absence will only be authorised when the appointment card is shown. The child should be returned to school immediately after the appointment, unless advised otherwise by medical professionals.**

**Sickness**

If your child is unwell, they should not attend school. **We ask that you notify the school by 9.00am on the first day of absence** if your child is unwell and that you keep the school updated if the absence continues beyond the first day. If the school has not been contacted we will text or ring home to find out the reason for absence. If more than 2 days absent parents/ carers will need to provide medical evidence.

The school is very concerned for the welfare of our children. Where there are persistent or prolonged periods of sickness, the school may invite you in to attend a formal meeting. There may be occasions where medical evidence is needed to support the reasons for your child's absence from school. The school will not approach your doctor to obtain that evidence. It is your responsibility as a parent/carers to provide a medical certificate or doctor's letter, as appropriate.

For contagious illnesses such as chicken pox, where children may have a longer period of absence, parents may request work from the school when their child is well enough to complete it.

## **Authorised Absence**

A child will be considered for authorised absence from school when:

- s/he was prevented from attending by reason of sickness, as described above, or any unavoidable cause. An unavoidable cause is an incident of a serious nature in the immediate family of the child concerned. Where something of this nature has occurred, we ask that the family contact the school at the earliest opportunity, so that the school can provide support and the length of absence from school can be agreed and that the child can be correctly registered.
- if there is a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs. The school recognises all religious beliefs and actively seeks to support families on these occasions. Where a family wishes to exercise this entitlement, the school asks that the family contact the school in writing at the earliest opportunity, requesting a religious observance day, so that the length of absence from school can be agreed and that the pupil can be correctly registered.

## **Leave during Term time**

Please note that the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#), which came into effect on 1st September 2013, removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If a parent/carer wishes to take a child out of school during term time, they should seek permission, in writing, from the Head Teacher at the earliest opportunity. **Each case will be treated on its merits, but it is not the policy of this school to authorise such absences, except in the most exceptional circumstances.**

If a parent/carer wishes to request such leave, they should make a written application at the earliest opportunity. The Head Teacher and senior staff will consider each request and inform the parent/carer as soon as possible, in writing, whether the request has been granted or not.

Please be aware that if a request for such leave is not granted, any absence from school during the above dates will be recorded as unauthorised.

**If unauthorised leave during term time is taken, the school will consider issuing a Penalty Notice to each parent for each child that is taken out of school.** Standard information provided with each Penalty Notice states that a £60 fine is payable within 21 days of the Notice being issued, rising to £100 if paid between the 21st day and 28th day. If neither of these sums is paid within these periods, the Local Authority may consider a prosecution for an offence contrary to Sec. 444(1) Education Act 1996.

## **Levels of attendance.**

The school and the Attendance Advisory Officer (AAO) monitor the attendance of each child on a regular basis. Parents will be notified by the school when attendance is less than 96% or a regular pattern of absence is noted and you will be invited to discuss any concerns or problems that you have. If there is still no improvement and we believe that the child's attainment may be impaired by his/her level of attendance, a formal referral will be made. Parents will then be asked to attend a meeting with the Attendance Advisory Officer in order to address the attendance concerns for your child. School will also notify parents that improvements have been seen.

## **Rewards**

We place a high importance on regular and punctual school attendance and we do our best to promote and reward good attendance for all the children.

## **In conclusion**

School attendance and attainment are closely linked.

It is extremely important that all of our children attend school on a regular basis, so that they receive the education to which they're entitled. This ensures that our children have the best opportunities in later life.

If a child misses one day at school per week over their school life, that is 80% attendance and is the equivalent to missing two full school years by the time they reach the end of secondary education. That is a lot of missed learning !!

Please don't leave it until it is too late. If you are having problems with your child's school attendance, make an appointment to speak to us so that we can provide advice and strategies to assist.

**Your co-operation is important.**

**We all want the best education for our children.**