

HAWKINGE PRIMARY SCHOOL

ATTENDANCE POLICY



Attendance at Hawkinge Primary School is monitored closely. Staff take registers at 8:45 each morning and registers are collected to check absences. Registers are closed at 9:00 and any child arriving in school after this time will be marked as late in the register.

Parents are directed to ring the school to inform of a child's absence or leave a message on the school answer phone each day their child is absent. Parents who have not notified the school of a child's absence are telephoned after 9:00 a.m. to check the child's whereabouts. The Headteacher and Deputy are both on the school gate from 8:35 until 8:45 each day and after school to follow up any attendance concerns.

Registration is currently completed on a paper based format and is then entered weekly onto SIMS (a computer based School Monitoring System). Children's attendance is monitored weekly, with a particular focus on those children whose attendance is under 90%. Children whose attendance is less than 90% are classed as persistent absentees.

Attendance for all children is reported to parents three times a year. In addition, letters are sent to parents of children who have poor attendance stating how many sessions of learning they have lost. This is reviewed every term and letters are sent out on an individual basis, taking into account reasons for absence and duration of absences. Accompanying the letter sent home is a print out of their child's attendance from the beginning of the academic year (September).

Application for pupil absence – Exceptional circumstances

Taking your child/children out of school during the year risks their chances of achieving their full potential in school; it can also unsettle your child and friendships that they can make in school.

If there are exceptional circumstances for absence this must be requested in advance in writing (a form is available to be collected from the school office) and agreement to any request is at the discretion of the Headteacher, acting on behalf of the Governing Body. Each case will be judged on its merits and the Headteacher's decision is final.

Application for pupil absence – Exceptional circumstances

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, came into force on 1st September 2013.

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten

school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, came into force on 1st September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.