



The Diamond Learning Partnership Trust

Attendance Policy

September 2017

Attendance Policy

1. Statement of Intent

- (i) The Trust aims to work together with parents to ensure that all children registered at a DLPT school attend both regularly and punctually. We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

2. Parent* Responsibilities

- (i) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis (compulsory school age starts the term after the child turns 5)
- (ii) Parents should ensure that if their child is absent from school for any unavoidable reason such as illness, they should contact the school as soon as possible, preferably by telephone before 9.15am on every morning of absence, they may also inform school either by letter or in person.
- (iii) Parents should arrange routine medical appointments outside school hours. If this is unavoidable children should come to school/return to school before/after their appointment so as to miss as little learning as possible.
- (iv) Parents cannot authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised. It may become necessary on occasions, for the school to request medical evidence for regular absences due to illness.

- (v) Parents should ensure that their child arrives in time for the start of registration. If a child arrives late s/he should report directly to the school office.
- (vi) Parents should avoid booking family holidays during school term time. If this is unavoidable they should write to the Head teacher. All holidays during term time will be recorded as unauthorised. (leave will only be granted in extremely exceptional circumstances see appendix 1). If parents are not happy with the decision concerning holiday leave, they should make representations to the Governing Body of the school.

3. Individual School's Responsibilities

- (i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- (ii) Registers are called twice daily; once in the morning at the beginning of the first session starts and once during the afternoon session. For the times of the registers please see appendix 2. Any child arriving after the closing of the register in the morning will be recorded as "U" in the register. This means the child has an unauthorised absence for the morning session.
- (iii) Teachers complete registers in accordance with the guidance contained in the staff diaries. Registers will be regularly inspected in order to ensure that these are being satisfactorily maintained and ensure that any potential attendance issues are identified at an early stage.
- (iv) Should a child be absent the class teacher will enter the code "N" in the register. If an explanation is made to the teacher then a comment will be written in the register alongside the N mark. The office staff will

amend the mark appropriately once authorisation has been agreed. Should no explanation be received from the parent the office staff will endeavour to make contact with the parent by telephone and record the response in the register. (This is to ensure the child's safety between leaving home and registration) If no contact is made then the absence may be classed as unauthorised.

- (v) Should a class teacher have particular concerns about an individual's attendance or punctuality a discussion should be had with the parent in the first instance then either the school's attendance lead or the Head teacher if it fails to improve.
- (vi) All absence notes from parents should be dated and initialled by the class teacher and stored in the class register folder. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the Attendance Lead and/or Head teacher (who may then chose to speak to the parents concerned).
- (vii) The Trust Education Officer will collect attendance data on a half termly basis and will use this data to agree thresholds, targets and identify follow up actions for the school with the Head teacher.
- (viii) The school will employ a number of strategies to promote regular, punctual attendance:
 - the Head teacher and Class teachers will communicate regularly with Parents on attendance matters.
 - Appropriate personal encouragement or congratulation will be offered to individual children.
 - Clear attendance information will be entered from time to time in the school newsletter.
 - If necessary parents will be reminded of the school's attendance policy by letter.

4. The three letter system - the Trust follows a three letter system which may be triggered when a child's attendance falls to around 90% (see appendix 3 for outline)
5. Persistent Absence (PA) – this is a term used by the government to describe a child whose attendance falls below 90% attendance. There are two categories of PA - less than 85% attendance and between 85-90%.
6. Penalty Notices – these are issued by the county council and may be given out for failure to ensure regular school attendance as below:
 - I. Unauthorised Absence – Cambridgeshire County Council may issue a penalty notice in relation to a child whose attendance at school is less than 90% over a given period.
 - II. Unauthorised Term time leave (holidays) – any parent who takes a child out of school for term time leave for 3 consecutive days or more may receive a penalty notice.

This attendance policy will be reviewed in September 2018

Appendices

Appendix 1 -The following reasons for absence will not be authorised:

- Family days out
- Shopping
- Birthdays
- Holidays and long weekends
- Absences due to parental work commitments
- Visits to grandparents or other relatives

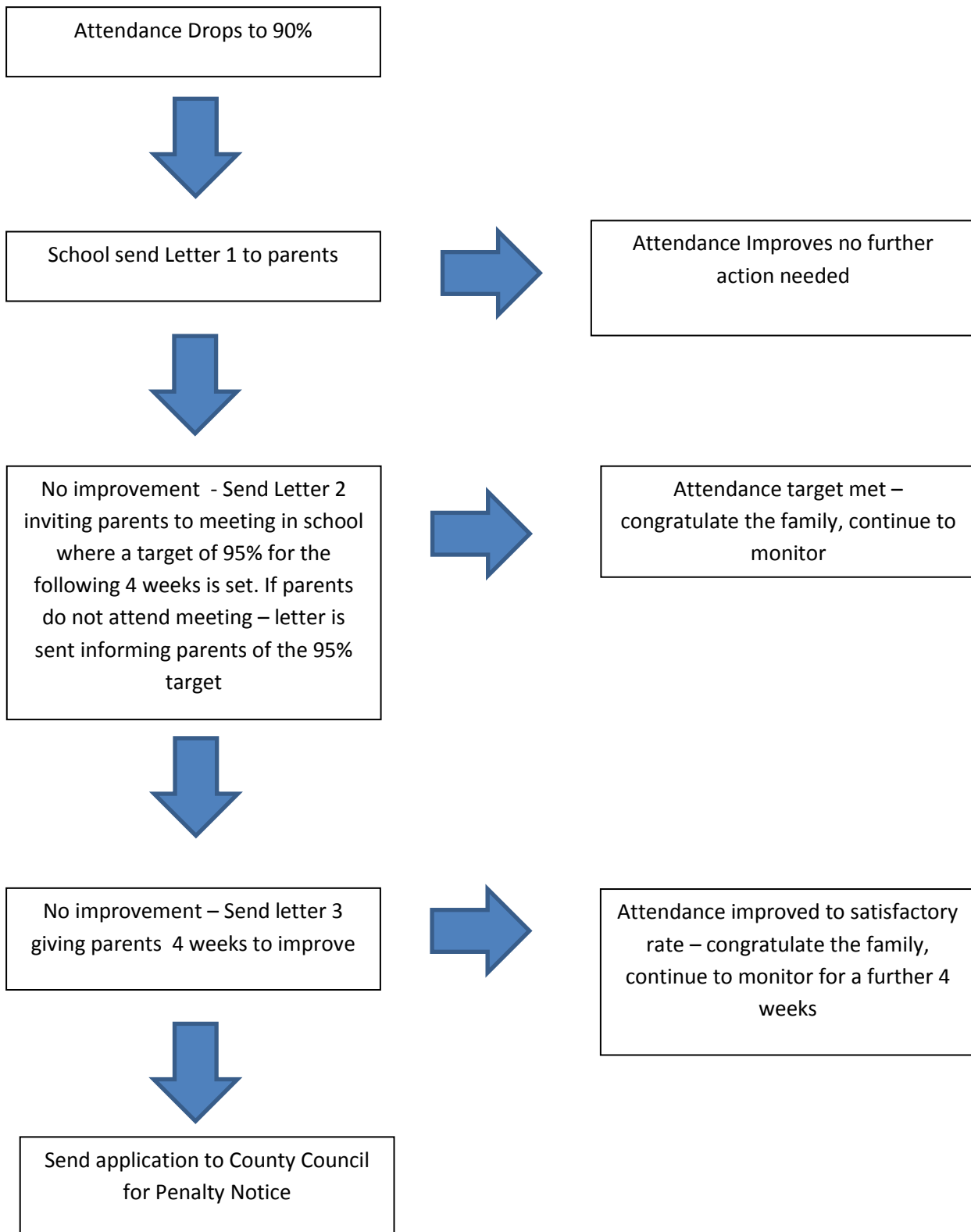
Exceptional circumstances in which leave of absence for holidays **might** be granted

- When the school is aware that a child/parent is terminally ill
- When visiting close family relatives who live abroad for special occasions.

Appendix 2

School	Morning Registers Open	Morning Registers Close	Afternoon Registers open	Afternoon Registers close
Middlefield	8.55am	9.05am	1.15pm	1.30pm
Round House	8.55am	9.05am	1.15pm	1.30pm
Winhills	8.55am	9.05am	1.15pm	1.30pm
Great Staughton	8.45am	9.05am	1.15pm	1.30pm
Kimbolton PA	8.45am	9.05am	1.15pm	1.30pm
Thomas Eaton	8.55am	9.05am	1.15pm	1.30pm
Glebelands	8.55am	9.05am	1.15pm	1.30pm
Leverington	8.55am	9.05am	1.15pm	1.30pm
Murrow	8.55am	9.05am	1.15pm	1.30pm

Appendix 3 – The 3 Letter system



*In Education Law the term "Parent" applies to any parent or carer who has day to day care and attention of the child, not necessarily someone with parental responsibility.