



# Attendance Policy

<b>Person Responsible:</b>	Mrs H Mukherjee	<b>Frequency of Review:</b>	1 Year
<b>Authorisation By:</b>	Headteacher	<b>Notice Date:</b>	30/10/2019
<b>Authorisation Date:</b>	30/11/2018	<b>Review Due By:</b>	30/11/2019

## 1 Rationale

The Governors and North Yorkshire Local Authority (LA) believe that attendance at Upper Wharfedale School is important and that any absence can lead to poor progress and under-achievement, therefore daily attendance at school is expected from all our pupils.

We aim to provide a welcoming, safe and caring environment in which each pupil is valued and supported. We strive to build and maintain effective partnerships between the school and its parents, external support agencies and the wider community to encourage regular attendance at school.

## 2 School Expectations

### 2.1 Students

Upper Wharfedale School expects the following from its students:

- Attend school regularly
- Arrive on time, appropriately dressed and prepared for the day, with all necessary equipment

### 2.2 Parents and Carers

Upper Wharfedale School expects the following from the parents and carers of students:

- Encourage their children to attend school.
- Contact the office as soon as possible, preferably by telephone, whenever their child is unable to attend.
- Ensure their child is appropriately dressed, taking account of the school uniform policy.
- Ensure their child arrives in school well prepared for the school day with any homework completed.

### 2.3 School

Students, Parents and Carers can expect the following from Upper Wharfedale School:

- Regular, efficient and accurate recording of attendance and time keeping, which is also monitored and quality-assured annually by the LA
- Contact from school (as soon as possible during the same day) when a student fails to attend without reason and no contact is made
- Early contact with parents when a student fails to attend without good reason or there is a pattern of absences or an excessive number of absences or lateness.
- An initial warning letter will be sent and 10 day monitoring period started. If there is no improvement in attendance an attendance panel will be held with parents and members of SLT. If attendance fails to improve a referral will be made to the Prevention service and the Local Authority will be informed and legal proceedings may commence.

### **3 Absence Due To Student Illness or Appointments**

Parents are requested to inform the school by telephone on the first day of absence due to illness.

School should be informed by telephone, email or letter as soon as possible if a child is to be absent for attendance at a doctor, dentist or hospital appointment.

If a child becomes ill during school hours, we will contact parents as soon as possible. Parents must ensure that we have up to date details of home and work contact numbers, as well as an emergency contact person in case they are unavailable.

### **4 Leave Of Absence During Term Time**

Absence for any reason during term time interrupts a child's education and disrupts progress.

The Law says that parents/carers do not have the right to take their children out of school for a holiday during term time. Special permission must be sought for any holidays taken during term time and a holiday form must be completed in advance.

From September 2013, Headteachers do not have any discretion to authorise any leave of absence during term time unless there are exceptional circumstances. Consideration of circumstances will be given on an individual basis, but "normal" family holidays will not be authorised.

Where a student is taken out of school for the purposes of a holiday during term time, The Education Social Work Service may issue penalty notices to each parent who fails to ensure regular attendance at school. Parents must pay £60 if they pay within 21 days, or £120 within 28 days. If the penalty notice is not paid after 42 days, the Local Authority will commence legal proceedings under section 444 of the 1996 Education Act.