

HEVINGHAM AND MARSHAM PRIMARY SCHOOL PARTNERSHIP ATTENDANCE POLICY

Children must, by law, attend school in the term following their 5th birthday.

Marsham and Hevingham Primary School admissions policy is that of the Norfolk LA (see Admissions Policy).

Once families have accepted a place, either full or part time, the child is expected to attend school regularly and arrive on time (see Home/School Agreement).

School starts at 9 a.m.
and at 1.07 p.m.

In our schools we strongly believe in communicating the importance of good attendance through the school website, written communication; newsletters and through the procedures in place to monitor attendance. Every family will be sent the **Attendance at School and Legal Intervention** letter at the beginning of each academic year. Families should regularly be informed of the very strong correlation between attendance rates and attainment and how poor attendance can lay down negative patterns of behaviour in later life.

Families will receive an individual attendance record for each child at the end of each term. The head teacher considers each child's record and where there is cause for concern regarding the impact that attendance is having on a child's progress and overall development, the head teacher will request a meeting with the families.

Colour	% of attendance	Level of concern
Green	96%+	Good to excellent attendance
Orange	90-95.9%	Satisfactory with room for improvement
Red	< 90%	Unsatisfactory attendance

When there are continual and unresolved issues regarding attendance the head teacher should contact the school's named attendance officer. This strategy is generally used when the school's own interventions have not been effective in raising attendance rates of individual children or families.

School Procedures – first day absence call

Should a child not arrive at school by 9.15 a.m. and a message has not been received by telephone, or a note, the class teacher should notify the school office. The school office will then telephone the parent /carer regarding the absence. The message received will be recorded. The Head teacher will either authorise the absence or not based on the individual circumstances and previous attendance patterns.

Parents are informed on the school website of procedures regarding absence.

Authorising holidays during term time.

In accordance with The **Education Regulations 2006** that states that Head teachers **may not grant any leave of absence for family holidays during term time.**

This policy states the Head teacher will not authorise absences relating to days out and family holidays during term times. Absences for very exceptional circumstances i.e serious family illness or trauma will be addressed on an individual basis and should be requested on the appropriate form through the school offices.

The Education (Penalty Notices) Regulations 2007

Parents can be fined for taking their child on holiday during term time. 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.

This policy was amended in March 2014. The date of the next formal reviewed as required:

This policy has been reviewed in line with our Single Equality Scheme

Policy approved by the Governing Body of Hevingham and Marsham Primary Schools.

signed **Chair, Staff**

dated

