



Russell Hall Pupil Attendance Policy

Good attendance at school and nursery is important for your child's education and establishes a positive working ethos early in life.

Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to Bradford Council and the Department for Education and are recorded on a child's annual report.

It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

Every family will receive a termly attendance leaflet with their children's attendance figure.

Whilst we recognise that the large proportion of families ensures that their children come to school every day and on time, there are still some whose attendance falls below.

1. Extended leave and family holidays in term time:

From 1st September 2013, the **law was changed** (*The Education (Pupil Registration) (England) Regulations 2006*) which removes the statutory threshold of the discretionary 10 school days absence for the purpose of a family holiday or extended leave in exceptional circumstances.

Consequently **NO FAMILY HOLIDAYS OR EXTENDED LEAVE WILL BE GRANTED** for any child from this date.

Families must note that if they decide to take unauthorised leave eg. go on extended leave in term time, then schools may actively pursue the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.

Eg. If you have 3 children with a mother and father, then **each parent will be fined £60 per child** $3 \times £60 = £180$ which would be £360 fine for the family.

Additionally unauthorised attendance may result in your child losing their school place and being taken off roll.

Any requests for leave in exceptional circumstances will be referred to a panel made up of members of the Governing Body for a decision.

2. Absence from Nursery

Children in our nursery are not of compulsory school age therefore, fining parents for their child not attending cannot be applied. However, if poor attendance occurs parents are at risk of their child losing their place at nursery.

If a nursery child does not use their nursery place for a period of 21 days then the child will lose their place and it will be allocated to another child.

We expect parents to send their child to our nursery everyday on the agreed days and if they are ill we must be contacted on the first day of absence. If we do not hear from you then we will attempt to make contact to find out why your child is absent from nursery. If we are unable to make contact a home visit may be conducted.

If you are unsure as to whether your child should be absent from nursery due to an illness or how long your child should be absent for, then please contact the school office for advice and guidance.

If you wish to take your child out of nursery for a period of time, for example a holiday we should be informed in writing that this is your intention.

3. Absence from School

Parents are responsible for ensuring their children attend school every day but where a child is ill and it is not appropriate for them to attend, then absence will be authorised.

- Staff will ask questions when parents telephone about illness so that they can give the correct advice about how long the child should remain absent etc.

Parents must note that where a child has **ten unauthorised sessions (1 session is half a day so 10 sessions = 5 days) in any 6 week period**, then this could lead to the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.

Pupils with attendance below 96%

Someone from school will call to contact a parent if a child's attendance falls below 95% to discuss the reason for this and see if there is anything that school can do to help.

Pupils with attendance below 90%

These pupils will receive a letter informing them that their attendance has fallen below 90% and they are in danger of being placed on the attendance challenge. The child's attendance will be closely monitored.

Attendance Challenge

Any child with attendance below 85% will be placed on the Attendance Challenge for 8 weeks. This is a closely monitored program to encourage attendance to improve. If attendance does not improve during this time then there will be a referral to Education Social Welfare. During this time:

- When children are absent through illness, we ask that they see a doctor and that the appointment card and medication is shown at the school office. If this is not possible a home visit from a senior member of staff may be conducted.
- Illness will not be accepted as a reason for absence where children have regular, minor illness which cannot be substantiated.

If you value your child's education – Don't Miss A Day

The Positives – Research shows:

- Children who have 95% attendance or above do better at school and better in later life
- Children who have 95% attendance or above are more confident, happier and find school more enjoyable
- Children who have 95% attendance or above find transition to Secondary School easier

The Positives – At Russell Hall:

- Children with excellent attendance will contribute to their class winning the attendance cup on a Friday.
- Children with excellent attendance win prizes during Attendance Challenge weeks
- Children who have 100% attendance will be rewarded at the end of the year.



Russell Hall Primary School's attendance target: 96%

National Average: 96%

Help us to achieve it!

Remember:

**No Term Time Holidays!
No appointments in
Be on time all the time!
Only keep your child
come to school.**



school time!

off when they REALLY cannot