



Attendance Policy (Summer 2024)

Aims

Attendance is a key factor in a child's education and we strive to achieve the highest possible rates. Continuity and progression are fundamental factors in our curriculum that support our ability to provide the highest possible standards of education. Failing to attend school regularly impedes progression and can have a major impact on young people's education, their future and their life chances.

Equal Opportunities and Inclusion

We aim to develop an atmosphere of encouragement and support and it is our intention that all our children, regardless of ability, race, gender and disabilities are given equal access to opportunities to develop a positive attitude to good attendance at school.

This policy operates in conjunction with our Christian ethos and safeguarding policy and aims to:

- encourage good attendance patterns and punctuality
- monitor the attendance of our children carefully
- encourage an active dialogue with parents
- maintain our attendance registers carefully in accordance with Local Authority & National Framework guidelines
- support our duty of care to pupils

Our aim is for children to attend school for at least 95% of the time possible.

Why attendance at school and punctuality is important (Cheshire East guidelines)

- 98% attendance means that your child has missed 4 days in the school year
- 95% attendance means that your child has missed 10 days in the school year
- 90% attendance means that your child has missed 19 days in the school year
- 80% attendance means that your child has missed 38 days in the school year
- 5 minutes late each day means three whole days lost each year
- Attendance affects learning, future earning, wellbeing and a sense of belonging

For more information and advice please see [Attendance and children out of education \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Registration

Each teaching group uses SIMS to record the daily attendance.

Registration takes place at the beginning of both morning and afternoon sessions. Registration is open between 9.00am and 9.15am. If a child arrives after that time then they will be marked as late in the register. If a child is absent but the parents have not contacted the school, the school bursar will contact the parent as soon as possible to obtain information concerning the absence.

*'Be kind and compassionate to one another, forgiving
each other, just as in Christ, God forgave you'*

Ephesians 4:32



Pott Shrigley Church School

Shrigley Road, Pott Shrigley, Cheshire
SK10 5RT
Tel: 01625 573260
e-mail: admin@pottshrigley.cheshire.sch.uk
Headteacher: Mrs Anne-Marie Willis

Lateness

If a child is late on 5% or more occasions during a half-term a letter is sent to parents to ensure they are aware of the situation and offering support to remedy the situation. If a child is late on 5% or more occasions during the consecutive half-term a letter is sent to parents requesting they make an appointment with the headteacher to discuss the situation.

Absence

Parents must notify the school as soon as possible via the school telephone if a child is absent. School will contact parents when a child's attendance begins to fall and reserves the right to request a doctor's letter regarding recurring and frequent illness. We will inform parents about their child's attendance rate at the end of the year with their formal school report. When a child has to attend an appointment with an external agency (eg a medical appointment), parents must inform the school before the day of the appointment. Please note pupil absence will not be authorised for external agency appointments of parents or siblings.

If a child is absent on 5% or more occasions during a half-term a letter is sent to parents to ensure they are aware of the situation and offering support to remedy the situation. If a child is absent on 5% or more occasions during the consecutive half-term a letter is sent to parents requesting they make an appointment with the headteacher to discuss the situation.

We follow the 'support first' approach set out by the DfE to support our children and families with barriers to attendance. The [working together to improve school attendance guidance](#) sets expectations including regular meetings between schools and local authorities to agree plans for the most at-risk absent children.

Authorised and Unauthorised Absence during term time

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. For exceptional circumstances, we request that an appointment is made with the headteacher where you will have an opportunity to explain why the circumstance of the absence is considered exceptional and must be taken during term time. Unauthorised absence is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request. Regularly keeping your child off school with minor ailments is not acceptable and may result in the absence being unauthorised.

Persistent unauthorised absenteeism may result in the headteacher (or other authorised officer) issuing a Penalty Notice. These apply to any parent who fails to ensure the regular attendance of their child of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during school hours without a justifiable reason.

*'Be kind and compassionate to one another, forgiving
each other, just as in Christ, God forgave you'*

Ephesians 4:32



The introduction of the new National Framework for Penalty Notices comes into effect on 19th August and is summarised below by the Attendance and Children Out of School Team at Cheshire East Council

Penalty Notices will be issued for

Term time leave: Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

10 Sessions of Unauthorised absence in a rolling 10 week period: A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.

'Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you'

Ephesians 4:32



Pott Shrigley Church School

Shrigley Road, Pott Shrigley, Cheshire
SK10 5RT
Tel: 01625 573260
e-mail: admin@pottshrigley.cheshire.sch.uk
Headteacher: Mrs Anne-Marie Willis

Assessment, Monitoring and Evaluation

We assess our attendance on a regular basis and regularly reinforce our ethos in our Heads Up weekly newsletter. As of September 2024, we will publish our whole school attendance in Heads Up each week.

We will continue to report individual attendance figures in our end of year reports to parents and every half term for those children whose attendance is 95% or below. Whole school figures are reported in the School Evaluation Form and the Headteacher's Report to Governors every term. Every state school in England will now share their daily attendance registers across the education sector - including with the department for education, councils, and trusts in the next stage of the government's drive to reduce pupil absence in school.

Written – Spring 2024

Written by – Anne-Marie Willis and Lisa Paton (Headteacher and Bursar)

Approved by Governors – Spring 2024

Updated July 2024 (minor updates)

This policy will be renewed every three years or sooner if significant changes are made to attendance policies and procedures.

*'Be kind and compassionate to one another, forgiving
each other, just as in Christ, God forgave you'*

Ephesians 4:32