



*Learning through hard work, friendship and fun.*

# **Mill Lane Attendance Policy**

**Adopted :June 2021**

**Review Date : June 2023**

## Attendance Policy

The school aims to ensure all children achieve their full potential in all aspects of their school life **and are safe at all times**. Children need to attend school every day in order to achieve this. This policy is written with consideration of and regard to Mill Lane Primary School Safeguarding and Child Protection Policy 2020-2021 with specific reference to Section 10 "Attendance and Children Missing Education".

It is the legal responsibility of all parents to ensure their child(ren) attend school every day.

If your child is absent from school you should contact the school office by 9am or as soon as possible on the first day of absence; this can be done by telephone on 01924 477544 in writing or by text message on 07864 116308.

Mill Lane follows Kirklees recommended "First Day Calling Procedures" (Appendix 2). If school is not contacted by parents then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. If no reason can be found (if parents cannot be contacted) the absence will be recorded as unauthorised and "First Day Calling Procedures" will be followed (appendix 1)

Attendance will always be a high priority for school and we expect 100% attendance for all children. We will continue to promote attendance in a positive way.

The West Yorkshire Police Truancy Policy is followed for any child who absents themselves from school during the school day.

In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.45 and the register is taken at 9am. Children arriving between 9.00am and 9.15am will be recorded as being late. Children arriving after 9.15am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning and the absence will be recorded as being unauthorised.

If your child arrives at school after 9am you may be required to bring them into school and sign the "Late Book" explaining why they are late.

All requests for term time absence will be termed as "leave of absence". The school will not authorise any requests for leave of absence other than in exceptional circumstances. Parents will have to demonstrate that the leave is exceptional **to the child**. Any request for leave of absence should be made in writing. A form is available from the school office.

If a child is taken out of school for an unauthorised leave of absence then a Fixed Penalty Notice may be issued. Fixed Penalty Notices are calculated as follows:

£60 per **\*parent** per child if paid within 21 days.

£120 per **\*parent** per child if paid after 21 days but before 28 days.

Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1000 and you will receive a criminal record.

Where parents continue to take unauthorised leave of absence, despite having previously been issued with a penalty notice, the Local Authority will consider a direct prosecution Section 444 of the Education Act 1996.

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

Attendance below 90% will trigger the involvement of the Attendance and Pupil Support Service.

***\*Parent, as defined by the education act 1996 section 576, means any adult who has parental responsibility for a child (as defined by law) or any adult who has care of a child. This applies regardless of whether or not the adults are birth parents.***

## First-Day Calling Procedure

### Primary Schools

- 1) Class registers completed and saved
- 2) Late children checked against registers if recorded separately
- 3) Absence calls listened to/attendance emails checked
- 4) First day text sent to first name on contact list within half an hour of school start time asking for response
- 5) If no response to text call first name on contact list within 45 minutes of school start time
- 6) Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted
- 7) If no reply send second text and email to first and second contacts on list
- 8) Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time
- 9) HT/DSL to risk assess the current level of concern and consider whether circumstances warrant a home visit
- 10) Home visit to be made following decision at 9, where possible by school staff or any other agency involved with the child
- 11) Contact Police to initiate a "safe and well" check if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.