



Attendance Policy

Approved by the Board and authorised for use 1st September 2022.



Part of the Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales
with company number 07698707.
Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

History of Policy Changes

Date Version



Review date	May 2023
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Policy Statement

It is the policy of The Priory Learning Trust (TPLT) that all students attend lessons. High standards of attendance are central to the TPLT's objective of aiming for excellence in all aspects of school life. Strong and effective management of attendance and working in partnership with parents is essential to the establishment and maintenance of acceptable standards of attendance.

Aims

To maximise attendance rates to achieve at least national average or better in secondary and primary schools;

To reduce the number of persistent non-attendeers (students with 90% attendance or less);

To acquaint parents with their responsibility for ensuring regular attendance;

To set the culture that unjustified absence will not be tolerated;

To support parents in ensuring that their children arrive at school on time;

To maintain attendance registers as required by law.

Review Data

The Scrutiny Panel, meets three times in an academic year, in which the trustees meet with the Principal and the Chair of the Academy Council to examine the following data:

Attendance and absence data by codes, broken down by year group and compared to previous years;

Attendance and persistent absence data by groups, i.e.

- Ø Pupil Premium;
- Ø non- Pupil Premium;
- Ø Special Educational Needs and Disability;
- Ø non- Special Educational Needs and Disability;
- Ø Support
- Ø Education Health Care Plan;
- Ø Free School Meals;
- Ø non- Free School Meals;
- Ø English As Language;
- Ø non- English As Language;
- Ø Ethnicity

Attendance Protocol

First day contact:

First day contact is an integral part of the whole school attendance policy to ensure students



noted and acted upon swiftly. This will make students more reluctant to be absent. First day contact sends a clear message to students and parents that attendance is very important.

Parents/Carers:

Parents/carers should inform the school of the reason for an absence the first morning



Students prevented from attending school due to a long-term underlying medical condition which has been formally diagnosed by a medical professional will require ongoing regular reviews and guidance from a medical professional.

Student absence in term time and extended leave:

The school will not authorise leave of absence in term time unless an application has been made in advance and the Principal considers that there are exceptional circumstances in relation to the application.

The expectation is that term time absence should not be planned, or holidays booked as a matter of course as they are highly unlikely to be **authorised** and may lead to the issuing of a penalty notice (fine) or a prosecution.

Exceptional circumstances:

These are defined as:

Forces Personnel on leave from a foreign posting;

Exceptional significant family events or circumstances these will be considered on an individual basis with you and may include one day for the marriage of an immediate family member (parent or sibling) plus two days for travel if marriage or funeral is taking place abroad.

Funeral of a close family member

Representing your country or county in a sporting activity.

The Principal will consider every above request individually, but the **following will not meet the criteria:**

Relatives coming to visit;

Cheaper holidays in England and abroad;

Family day trips;

Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.

Penalty notices or prosecutions may be requested without warning where the parent/carers have chosen to take the child on leave during term time without authorisation, or evidence is subsequently found to suggest a child was absent from school with the knowledge of the parent/carer.

Penalty Notices and Prosecutions for Unauthorised Absence from School

Parents/carers may be issued with penalty notices or prosecuted if a student has unauthorised absence from school which include any or all of the following:

unauthorised holiday in term time;



other absence that the school does not authorise;

if the student arrives late for school after the registers have closed.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

The school will refer cases of unauthorised absence that meet the threshold for legal sanctions to the Local Authority, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a penalty notice or prosecution.

Penalty notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution and may not be issued if prosecution

A pupil's unauthorised absence from school could result in one of the following:

1. Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.) Fines are payable to the Local Authority.
2. Prosecution.

statutory guidance on School Attendance Parental Responsibility Measures for more information).

As explained above, penalty notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of penalty notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four penalty notices would be issued. Penalty notices cannot be paid in instalments.

Review

This policy is reviewed annually by the Trust and where materially amended is consulted on, where necessary. We will monitor the application and outcomes of this policy to ensure it is working effectively.

