



ATTENDANCE POLICY

January 2022
Review : Autumn 2024

Introduction and Background

7 The Sweeney Park School recognises that positive behaviour and good attendance are

Headteacher may authorise such a request and all applications for a leave of absence must be made in writing to the Headteacher. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

At The Sweyne Park School 'exceptional circumstances' will be interpreted as:
... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher)

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you however it is your responsibility to contact us
- Write to you if your child's attendance is below 95%
- Invite you into school to discuss the situation with your child's Head of Year if absence persists.
- Refer the matter to the Local Authority for relevant sanctions if attendance deteriorates following the above actions

Attendance Compliance Team

Parents are expected to contact school at an early stage to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority Local Authority Attendance Specialist who works with schools, families and other professionals to reduce persistent absence and improve overall attendance. If attendance does not improve, legal action may be taken in the form of a Penalty Notice Annex A for the Essex Code of Conduct, prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parents responsibilities and ensure improved attendance.

Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness:

The school day starts at 8.40 am when children can begin to come into school. Registers are taken from 8.40 am and your child will receive a late mark if they are not in by that time. Children arriving after 9.00 am are required to come in to school via Pupil Services to sign into our 'Late Book' and provide a reason for their lateness which is recorded.

At 10.00 am the registers will be closed. In accordance with the Regulations, if you arrive after that time they will receive a mark that shows them to be on site but this will not count as a present mark and it will mean they have an unauthorised absence.



This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

It is crucial that parents keep school updated with current addresses and contact details for key family members in case of emergency.

Summary

The school has a legal duty to publish its absence ~~policy~~ ^{policy} to parents and to promote attendance.

Equally, parents have a duty to make sure that their children ~~attend~~ ^{attend} school, on time, every day.

All school staff and the Governing Body are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.



Annex A

ESSEX CODE OF CONDUCT
PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS



If the penalty is not paid in full by the end of the 28 day period, the Attendance Compliance Team will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for regular school attendance Education Act 1996 Section 4441.

There is no statutory right of appeal against the issuing of a penalty notice.

WITHDRAWAL OF PENALTY NOTICE

A penalty notice may be withdrawn by the local authority named in the notice under the following circumstances:

- Where the local authority deems it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- It appears to the local authority that the notice contains material errors
- Where it has been issued to the wrong person named as the recipient.

COORDINATION BETWEEN THE LOCAL AUTHORITY AND ITS LOCAL PARTNERS

The Attendance Compliance Team and its local partners will review this Code of Conduct annually unless local needs require otherwise.

VERSIONS

Original Code of Conduct was introduced in September 2004.
Most recent revision November 2017
Revised March 2019 for implementation from April 2019



Annex B

The Government classify regular attendance as 95% or above. The following table shows the guidelines for schools when classifying and analysing attendance and the equivalent lost learning hours.

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absence	Days of Learning Lost	Hours
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