

Pupil Attendance Guidance

The Governors, Head Teachers and staff wish to ensure every child has the opportunity to:

1. Fully participate in school life

2. Enjoy and achieve

3. Feel a valued member of the school community

Our target for average attendance is 97%.

**Parental Responsibilities Relating to School Attendance**

Parents must:

* Contact school on each day of absence to provide a reason for non-attendance
* Not book holidays in term time.
* Work with the school and any other agency to resolve any difficulties which may affect regular school attendance

**Lateness**

Pupils are actively encouraged to attend school punctually.  There is a clear link between attendance/punctuality and attainment; the more time a pupil spends in school, the more likely they are to improve their opportunity to fulfil their full potential

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| ***Lateness = Lost Learning*****Over the whole school year this means** |
| *5 minutes late each day* | *3.25 days lost* |
| *10 minutes late each day* | *6.5 days lost* |
| *15 minutes late each day* | *10 days lost* |
| *20 minutes late each day* | *13 days lost* |
| *25 minutes late each day* | *19.5 days lost* |

**Absence**

From September 2015, The Government have categorised those students who have an attendance of 90% and below as “persistent Absence” pupils. At the Alport, we will be specifically targeting this group of pupils in attempt to improve their attendance in the future.

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| Attendance during the year | Equals days absent | Equals weeks absent |
| 95% | 9.5 days | 1.9 weeks |
| 90% | 19 days | 3.8 weeks |
| 85% | 28.5 days | 5.7 weeks |
| 80% | 38 days | 7.6 weeks |
| 75% | 47.5 days | 9.5 weeks |
| 70% | 57 days | 11.4 weeks |
| 65% | 66.5 days | 13.3 weeks |

**Leave of Absence Reminder**

In line with the amendments made in the Education Regulations 2013, Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Any parent / carer wishing to request leave of absence for their son/daughter should complete a request for leave of absence form available on the school office and the website. Completed forms should be sent for consideration to the Headteacher ahead of any request.

It should be noted that if any consecutive five or more unauthorised day’s absence occurs, then Malpas Alport Primary will apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer. The penalty is £60 per parent / carer, per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates Court. If proved guilty, the parents / carers will receive a criminal record.

We understand that there are good reasons why children are absent from school and also that some families face difficulties which may impact on their child’s education.  The attendance and punctuality system has been put in place to offer support.  The system aims to highlight concerns at an early stage in an attempt to prevent legal action being taken against parents who fail to ensure that their child attends school. A copy of our attendance policy is available on our website.