

# **TURNERS HILL C of E PRIMARY SCHOOL**



## **ATTENDANCE POLICY**

**This policy was adopted February 2015**  
**This policy was reviewed February 2016, February 2017, March 2018,**  
**March 2019, March 2020- additional review in October 2020**

**The policy is to be reviewed in March 2021**

# **Turners Hill C of E Primary School**

## **Attendance Policy**

A child who is not at school is missing out on part of his or her education.

Similarly a child who is late for school is missing out on a very important part of the school day including setting out the context for the work for the day.

**No absence during term time will be authorised unless the request is absolutely exceptional or there are clear and demonstrable educational benefits resulting from the absence.**

Our aim is for the highest level of attendance possible and for all absences to be explained with acceptable reasons.

### **The Government says:**

- **There is a legal responsibility for you to send your child to school every day.**
- **Your child should be in school for at least 95% of all sessions.**
- **School is in session for 190 days a year leaving parents a further 175 days a year in which to have days out together and take a holiday.**

### **Key Principles**

It is vital that parents/carers and schools work together. We follow the West Sussex guidance which sets out the following principles:

- All registered pupils should attend school regularly and punctually.
- All children, irrespective of individual circumstances, should have an equal opportunity to attend school regularly.
- The school and the Local Authority, together with any external agencies, will work together with the parents or carers for the best interests of pupils.
- The school's expectations of regular attendance will be made clear from the outset.
- Where necessary, intervention and enforcement measures will be taken, especially with regard to unauthorised absences and lateness.

## **Arrival and registration**

All children should be in the playground ready to come into school at 8.55 am each day although children are entitled to enter the playground from 8.40am to make a calm start to the day. The register is taken twice a day. A day counts as 2 attendances.

Morning registration ends at 9.05 am. If a child arrives after the registration period he/she will be marked in as **Late**. After 9.25 am this will become an **Unauthorised Absence**. The afternoon register is taken at 1.15 pm.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office using the eReception electronic system. A reason for the lateness must be provided. The signing in/out register in the office is used in the case of fire as an appendix to class registers.

The Education Welfare Service supports the school in that ensuring registers are kept accurately by teachers and to assess the reasons and incidence of any absences.

## **Illness and medical appointments:**

The school office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence.

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

## **Holidays**

**Parents who decide to take a holiday, will incur unauthorised absences for their child. These remain on a child's record and are monitored for further action by the Education Welfare Service, and could result in court action.**

**If a pupil does not return to school within ten school days of the agreed return date following an authorised absence, then the school will consider removing the child from the school roll. The school has the right to do this under government legislation.**

**Parents needing exceptional circumstances to be considered for absences longer than ten days within one academic year, should make an appointment to discuss this with the headteacher well in advance.**

## **Monitoring Attendance**

Information from the school database is used to monitor attendance.

If there is a concern about a child's attendance, the headteacher will notify parents/carers.

Patterns of absence or lateness or other concerns are shared with the Education Welfare Service, who check attendance records and discuss any problems. The Education Welfare Service is available to support parents/carers who may be having difficulties in ensuring that their children attend school regularly. Fixed Penalty notices may be issued, and where necessary, legal action may be taken. Parents will be provided with the WSCC leaflet 'A brief guide to fixed penalty notices' which is also available from the WSCC website.

## **Absence**

All absences are registered as authorised or unauthorised.

No absence during term time will be authorised unless the request is absolutely exceptional or there are clear and demonstrable educational benefits resulting from the absence. If you wish to request withdrawal from learning please complete a form, which is available from the school office.

## **Reporting absences**

- It is the parents'/carers' responsibility to inform the school as early as possible on the first day of the child's absence. Parents/carers may either phone, e-mail, speak to a member of staff or send a written message.
- If no contact has been received from parents/carers, the school office will phone them on the first day of absence.
- If the child is ill then the school should be notified of the nature of the illness, and if possible, the expected date of return. If parents/carers find it difficult to send their children to school because of personal problems or the children are reluctant to attend because of a home or school problem then parents/carers should contact the school or the Education Welfare Service.
- If parents/carers fail to notify the school then it is the school's responsibility to find out the reason for the absence either by contacting the parents/carers or by involving the Education Welfare Service- see attached letter: Appendix A.
- Absences lasting more than 10 sessions (equivalent to 1 week's teaching) will require a doctors note

## **Attendance for children in Reception Year**

The legal requirement is for children to be receiving full-time education in the term following their fifth birthday. Parents can choose, however, for their child to attend full-time from the second week of term.

Part-time education consists of weekdays from 8.55am until 1.15pm and includes lunch. If you choose this option, your child will be able to attend full time after a school holiday (of your choice). The part-time policy is shared with all East Grinstead Schools.

## **Covid**

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

## **Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)**

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school. If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms.

## **Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)**

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [NHS test and trace](#) guidance.

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period.

**Pupils who are required by legislation to self-isolate as part of a period of quarantine**

View guidance on [how to self-isolate when you travel to the UK](#).

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

Additional review undertaken in response to Covid 19, September 2020

This policy will be reviewed annually.

Date for next review: March 2021

## Appendix A:



CHURCH ROAD  
TURNERS HILL  
WEST SUSSEX  
RH10 4PA

WEST SUSSEX COUNTY COUNCIL  
**TURNERS HILL C of E PRIMARY SCHOOL**

Headteacher: Ben Turney BA Ed (Hons)  
Deputy Headteacher: Charlotte Palin BA (Hons)



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6<sup>th</sup> February 2018

Dear Parents/Carers

I am writing to make you aware of the school procedure for children who have unexplained absences from school.

There have been public cases in the past where schools have not chased up the reasons as to why children are off of school. It has then transpired that there have been tragic circumstances around these absences, e.g. illness of a parent and a child unable to seek help.

We will do everything we can to prevent such situations occurring as I am sure you would agree that your child's safety is paramount to us all.

If your child is not going to be in school, please call the office on 01342 715412 or use ParentMail to report their absence. Please do this before 9.30am on the first day of the absence.

If we have not heard from you by 9.30am we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is then we will make a home visit. However, if we still haven't been able to get a response then we will report it to the police as your child will then be classed as a 'missing child'.

This procedure is to ensure that we know where your child is and that you are all safe. Please let us know in good time why your child is absent from school. If you would like to talk to me about this please make an appointment to see me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ben Turney'.

Ben Turney  
Headteacher

*'Stewards of the Earth, Eager to Learn, Faithful to God'*

