**Attendance Policy - Parent Friendly Version**

* Our Designated Attendance Leads are Mr Komodromos and Mr Benson.
* Our Family Liaison Officer is Miss Smith
* Mrs Naxton and Miss Morton who work in the office record all school absence and will contact you if your child is not in school. If your child is unable to come to school, you can let the office know by either ringing the office on 01440 760 338 or by email admin@churchillschool.co.uk

Parents will receive regular updates on attendance from school and the Headteacher and all the staff monitor attendance daily, weekly, half termly and termly.

**Why is regular school attendance so important for my child?**

Attending school on a regular basis is the key to your child doing well at school and will set them with good routines for later in life and the working world, they would have developed responsibility, respect , resilience, courage and compassion. Churchill’s 5 values. As well as preparing them for life beyond Churchill, school can also help your child’s social skills such as making and developing friendships. A regular and punctual attendance pattern will help your child when they go to college and later enter the world of work.

All Pupil’s attendance is monitored by school staff and the Educational Welfare Officer (EWO). The EWO meets with the Headteacher to monitor pupils whose attendance is decreasing or is 90% and below. The EWO and school is able to offer support and guidance. Please do not hesitate to ask if you feel you would benefit from this advice.

We understand that many pupils at Churchill travel long distances and it may sometimes be a difficult decision, whether to send them in or not.

* Many of our pupils suffer anxiety and need reassurance from us an you that the will be well supported and looked after while they are here.
* If pupils are at school and are feeling a little under the weather, they will be looked after in the medical room. They will not be left alone. With your permission medication can be administered.
* As a school that meets the needs of pupils with SEND, we understand that needs fluctuate on a daily basis where they can rest or even have a sleep if needed.
* The office will contact you if they have a concern about your child. You are also very welcome to phone us to see how your child is at any time.

**The link between attendance and attainment in school is clear.** **The more a pupil is in school the more they increase their opportunity to fulfil their potential.**

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| --- | --- | --- |
| **If attendance over the school year is:** | **…a pupil will miss this many days:** | **…and this many lessons:**  |
| 100% | 0 | 0 |
| 95% | 10 | 50 |
| 90% | 19 | 95 |
| 85% | 29 | 145 |
| 80% | 39 | 195 |
| 75% | 49 | 245 |
| 70% | 58 | 290 |

**Punctuality**

Schools are legally required to take a register of students first thing in the morning and at some point in the afternoon.

The register for the first session will be taken at 8:40am and will be kept open until 9:10am. The register for the second session (afternoon) will be taken at 12:10pm and will be kept open until 12:40pm.

Any student who comes into school after the agreed time for either/both morning registration or afternoon registration will be marked as late in the attendance record. (Attendance code L)-this is a present mark. This is documented on the electronic register for each student. If the reasons for this are beyond the student’s control e.g. school transport issues, they will be marked as late and a reason is recorded on the register.

Any student who arrives for school 30 minutes or more after 9:10am will be marked as having an unauthorised absence for the morning or afternoon, unless there is another valid reason such as a medical appointment or there has been some transport issues.

If students arrive late frequently with no valid reason, a member of the Senior Leadership Team will discuss with students and parents to establish the reason(s). If support can be offered, this will be put into place. We may apply for a Penalty Notice (fine) from the Local Authority (LA) if all other support methods have been attempted with no effect.

**What is the difference between an authorised and unauthorised absence?**

**Understanding Types of Absence**

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required as soon as possible by either ringing the office on 01440 760 338 or by email admin@churchillschool.co.uk

**Authorised absence:**

Authorised absences are mornings or afternoons away from school for a good reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given. 5 days (10 sessions) unauthorised, within a 10-week period, can lead to the Local Authority using sanctions and/or legal proceedings which may include issuing each parent with a Penalty Notice for £120, reduced to £60 if paid within 21 days or referring the matter to the Magistrates Court whereby each parent may receive a fine up to £2500 and/or up to 3 months in prison. If you are found guilty in court you will receive a criminal conviction.

**Unauthorised absence includes:**

* Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
* Absences which have never been properly explained.
* Children who arrive at school too late to get a mark on the attendance register.
* Shopping trips.
* Looking after other children or children accompanying siblings or parents to medical appointments.
* Celebrating their own or family birthdays.
* Day trips.
* Other leave of absence in term time which has not been agreed.
* No term time leave for holidays is routinely authorised at Churchill.

**Can I make a leave of absence request?**

**Leave of Absence requests**

The government does not allow authorisation of absences for holidays. Under exceptional circumstances, the Headteacher may agree to a leave of absence. The School Attendance (Student Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

We need parents/carers to complete the Notification of Leave form as far in advance as possible or 2 weeks of the requested absence.

These requests will be considered on a case-by-case basis by the Headteacher who will, in turn, liaise with Headteacher(s) of siblings’ schools, if the sibling attends a Trust school, and will endeavour to do the same for siblings’ schools not in the Trust. The Headteacher will consider every request individually.

The decision of the Headteacher is final and, if the leave of absence is not agreed, the child’s/young person’s absences will be marked as unauthorised.

**How can I help my child attend school regularly?**

* Talk to your child about school
* Take a positive interest in your child’s work by asking them what they have done today. Follow what is happening at school on X and looking at the school website.
* Keep in touch with school staff
* Contact school on the first day of absence if your child is unable to attend for whatever reason
* Attend parents’ online evenings, annual reviews and other school events.

**Rewarding good attendance**

* Each week the class with the best attendance from the week before will be rewarded with 20 Churchill points
* Every half term students with 98% + attendance or has made significant improvement will be rewarded 10 Churchill points