

ALLESLEY PRIMARY SCHOOL
Attendance Policy



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Allesley Primary School's approach to managing attendance complies with DfE legislation and follows guidance from the Local Authority.

Children of school age must attend school every day. By working with parents and others to overcome barriers to good attendance, children will access their full entitlement to education enabling them to achieve their full potential in life.

Illness

If a child is absent due to illness, parents must contact the school on the first day giving a valid reason for absence. Parents must then contact the school every subsequent day until their child's return. Parents may be asked to provide medical evidence for illness. In cases of repeated or extended illness, the School Nurse may be contacted.

Medical Appointments

The school should be informed of medical appointments in advance. Evidence of the appointment may be required.

Leave During Term Time

To comply with the Department of Education's legislation, holidays will not be authorised during term time. Lates Any child arriving after 9.15am will be marked 'late after registers have closed'. If there is no valid reason for the lateness, this is registered as unauthorised. Ten unauthorised lates will result in a penalty notice.

Penalty Notices

There are 2 types of penalty notices issued:

Type A: For overt truancy, parentally condoned absence and persistent lates after the registers have closed. - Penalty notice warnings will be issued when a child has at least 5 days (10 sessions) unauthorised absence in a 5 week period. A penalty notice will then be issued if a further unauthorised absence occurs during the 20 days following the warning. Ten unauthorised lates will also result in a penalty notice.

Type B: Unauthorised leave in term time- parents will be issued with an instant penalty notice for an unauthorised absence of 5 days or more. The penalty notice is triggered on the 5th day of absence and the fine is issued once the child returns to school. A penalty notice incurs a fine of £60.00 per parent, per child if paid within 21 days. This increases to £120.00 per parent, per child if not paid within 21 days. If the penalty notice remains unpaid, a file is prepared for prosecution.

Monitoring Attendance

Attendance is monitored and penalty notices are issued at Allesley Primary School by the Children and Family First Service.

This policy will be reviewed by Governors every two years.