



Inspiring Futures  
Through Learning



**Chestnuts Primary School**  
'Encourage, Enable, Empower'

Chestnuts Primary School  
Attendance Policy  
Sept 23 to Sept 24

*At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.*

<b>Policy name:</b>	Attendance policy
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<b>Published on website*:</b>	C

**Publication on website:**

School website

- A Statutory publication
- B Good practice
- C Not required

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# CHESTNUTS PRIMARY SCHOOL

## ATTENDANCE POLICY

### Introduction

Chestnuts Primary School aims to achieve excellent levels of attendance in order to enable all pupils to access the full range of educational opportunities available to them. All children and young people of compulsory age are entitled by law, regardless of ability, race, gender or culture, to a suitable education according to their needs. The best way to achieve this is attendance at school. It is the expectation that all children attend school every day the school is open. It is the responsibility of parents/carers to ensure attendance at school as required by law.

### Aims

This policy outlines the aims and expectations of Chestnuts Primary School to support pupil attendance and punctuality at school.

### Expectations

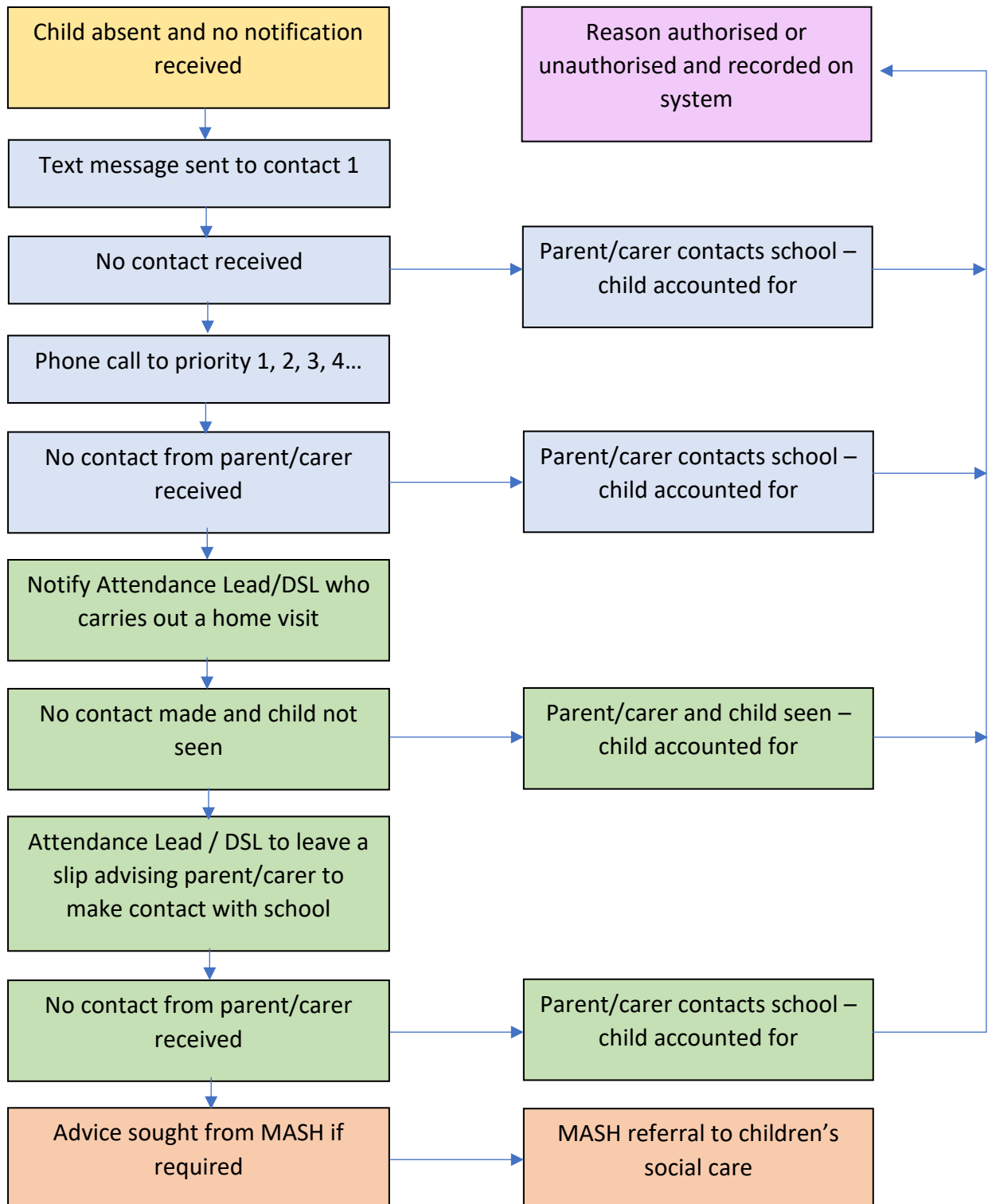
We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually.
- To ensure that their children arrive in school well prepared for the school day and to ensure they have completed their homework.
- To contact the school whenever a situation arises that may affect their child's ability to attend school or their performance.
- To ensure that they contact the School Office by either telephone or Parentmail to advise the school if their child will not be attending school and give the reason why.

### Responding to non-attendance

To ensure children's safety and to enable school to meet its safeguarding obligations the following steps will be taken if a reason for absence is not provided:

## Managing Absence



Any absences that are not sufficiently explained or accepted will be marked as unauthorised. An accumulation of unauthorised absences may lead to a Fixed Penalty Notice being issued by the local authority.

Any pupil arriving after 8.55am will be marked as late. Late marks are unauthorised absences, and an accumulation may also lead to a Fixed Penalty Notice.

### Absence Management

Only the Headteacher can authorise any absences. Parents and Carers provide a reason for absence, and it is at the discretion of the Headteacher as to whether the reason given is approved or not. The Local Authority may issue a Fixed Penalty Notice to any parent or carer who fails to ensure the regular attendance of their child at school. Chestnuts Primary School follows the Milton Keynes School Attendance Fixed Penalty Notices Code of Conduct (<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>).

### Authorised Absence

Authorised absence is where the Headteacher has either given approval in advance for a pupil to be absent from school or has accepted an explanation offered as a satisfactory reason for absence. An absence can only be authorised for the following reasons:

- Illness of the pupil (not a parent or family member)
- Urgent medical and dental appointments
- For the purpose of religious observation (one day only)
- Immediate family bereavements
- An educational event or trip
- Fixed term exclusions

In cases of medical absence, where the school has initially authorised the absence, but the issue persists, the school may request that any further medical absences are supported by a medical card being stamped or medical evidence being provided. This change would be communicated to parents and carers in writing or as part of an attendance improvement planning meeting.

### Holidays and requests for leave of absence during term time

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This, however, will not be granted for the purposes of a family holiday.

Parents who wish to request a leave of absence during term time are asked to complete a leave of absence form and submit any supporting evidence. Forms can be obtained from the school office or downloaded from the school website.

Parents may be issued with a Fixed Penalty Notice (FPN) for taking their child on holiday during term time without consent from the school. The school works within the guidelines set out in the Milton Keynes School Attendance Fixed Penalty Notices Code of Conduct. FPN are issued to each parent and are for each child. A FPN is currently £60 per child per parent if paid within 21 days, increasing to £120 per child per parent if paid between 22 and 28 days. If the fine is not paid, parents will be prosecuted in the magistrates court.

Absence will not be authorised under the following circumstances:

- Shopping trips
- Birthdays
- Holidays
- Lateness after 8.55am
- School refusal
- Parents are unwell and unable to get the child to school
- School staff have cause to believe that the reason is not genuine

This list is not exhaustive and remains at the discretion of the Headteacher.

### Children Missing Education

A child will be regarded as missing education when they are of compulsory school age and their whereabouts and circumstances are either:

- unknown to the Local Authority
- known, but the child has been out of education for 20 school days or more

If this is the case, a referral will be made to the Children Missing Education Team. It is our legal duty to report when a child on roll fails to attend school without explanation or a child who is expected to join our school fails to start.

## Promoting Attendance

Each class has been appointed 2 attendance ambassadors. Their role is to promote good attendance and punctuality and praise class members who arrive on time by awarding them an 'On Time' green Trackit on Trackit Lights. Classes with 95+% attendance over a week, will be celebrated in celebration assembly. They will be awarded with an attendance sticker on their class attendance chart. Once a class achieves 3 stickers in a row, they will be rewarded with the choice of a class reward.

Each week, there will be a new whole school attendance or punctuality focus. Each phase (UKS2, LKS2, KS1) will battle to win the trophy to keep for the week.

Examples include:

- Class with the highest attendance
- Class with the lowest number of lates
- Class with the most improved attendance
- Class with the most improved punctuality

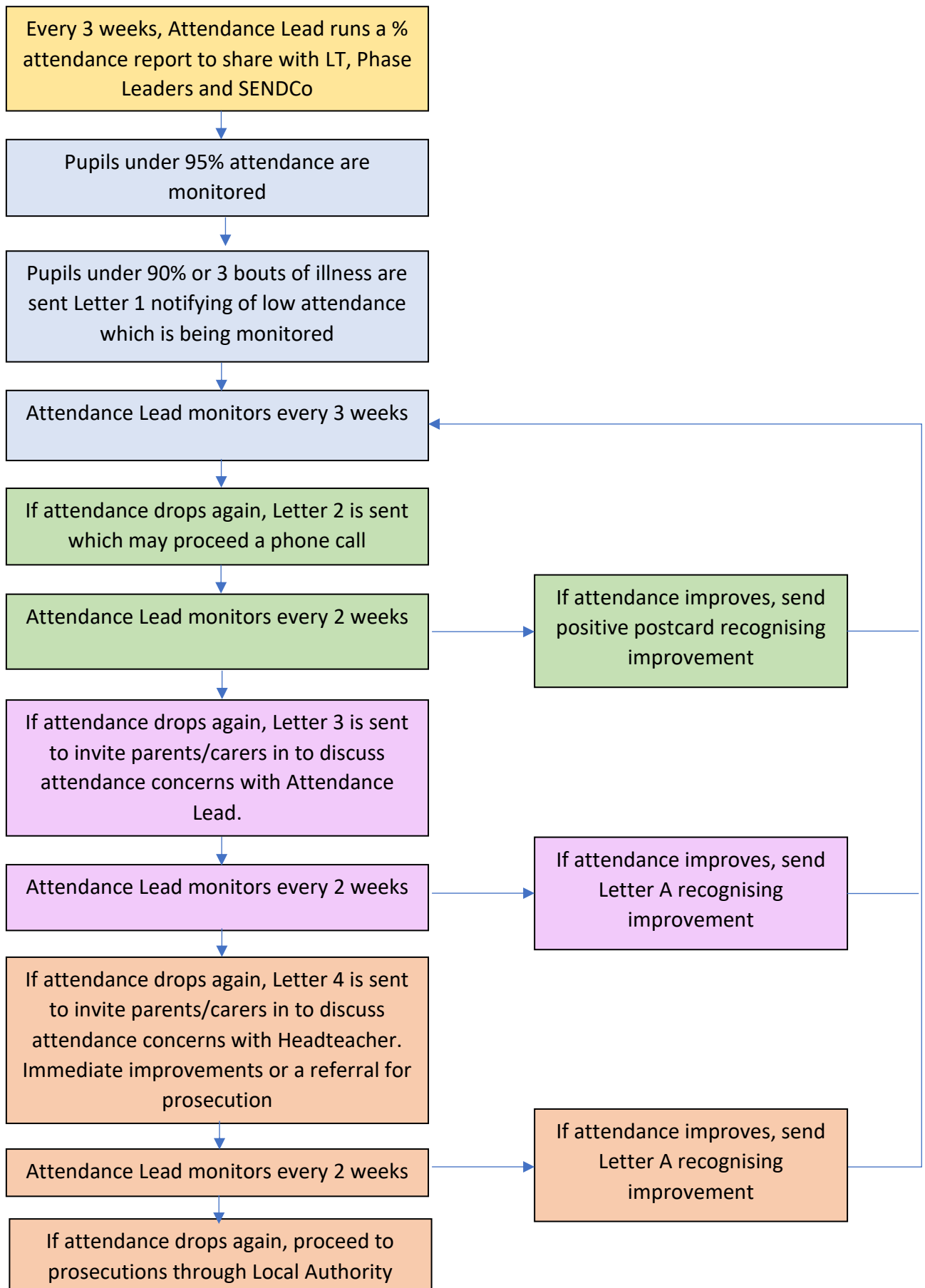
Each half term, pupils whose attendance is either 95+% or improving, will be entered into the spinning wheel of names with the chance of winning a prize.

Class teachers and support staff will work alongside the Attendance Lead to improve their pupils' attendance. If a pupil is absent and there are concerns regarding attendance, a phone call home will be made to build home school relationships and offer support.

## Attendance Monitoring

Attendance of all pupils is monitored by the administration team, phase leaders, and Senior Leadership Team. Chestnuts Primary School applies the following procedures to decide if any action needs to be taken in relation to school attendance.

## **Managing Attendance**



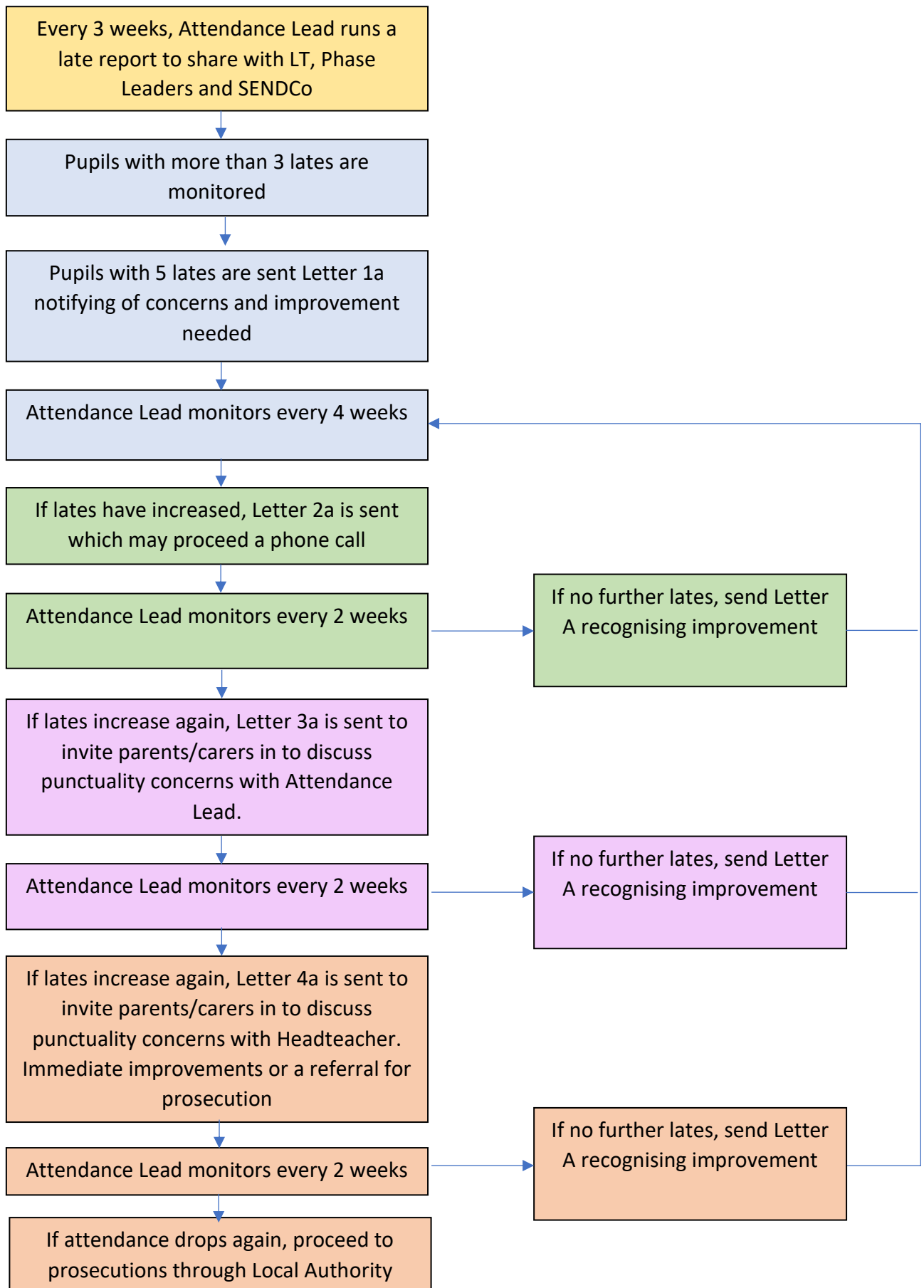


## Managing Punctuality

The school gates open at 8.40am and the children come straight into class. The gates will then close again at 8.50am. The register for the morning session will be taken at 8.50am and the registers close at 8.55am. Any arrival after this time will be marked as L (late) and any arrival after 9.30am will be marked as U (unauthorised absence).

The following flow chart outlines the actions the school will take in relation to punctuality monitoring:

## Managing Punctuality



Definitions from flow charts:

LT – Leadership Team

DSL – Designated Safeguarding Lead

MASH – Multi Agency Safeguarding Hub