Attendance Policy

Table of Contents

1.   POLICY STATUS AND REVIEW

Policy Owner:	Chief Finance and Operating Officer
Policy Author:	Chief Finance and Operating Officer
Approver:	Board of Trustees
Last Review:	October 2021
New Review:	August 2022
Ratified:	October 2021

The Board of Trustees has agreed to this Policy and, as such, it applies to the following entities:

- Boleyn Trust HQ
- Cleves Primary School
- Monega Primary School
- New City Primary School
- Ravenscroft Primary School
- Rosetta Primary School
- Shaftesbury Primary School
- Tollgate Primary School
- The London District East Teaching School Hub
- The London District East SCITT
- All new joining Academies all Schools within the Trust.

Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown below and re-circulated.

Please Note:

Boleyn Trust CEO and Accounting Officer: **Tom Canning OBE**
Boleyn Trust Chief Finance and Operating Officer: **Steven Lock**

……………………………………………
Chair of the Board of Trustees

2. RATIONALE

2.1   Boleyn Trust Schools convey the importance for excellent attendance and punctuality to parents, pupils, and teachers. Children quickly pick up the message that their education is important, and that their presence is essential. As part of the United Nations Convention on the Rights of the Child (UNCRC), it clearly states that every child has a right to an education. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children formally from home and serve as an introduction to the session.

2.2   At the Boleyn Trust we recognise that statistically pupils whose attendance falls below 97% achieve significantly less well than their peers and for that reason emphasise the need for pupil attendance to be maximised. Children are expected to attend for the full time of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence e.g., absence due to sickness, religious observance, funerals).
- Unauthorised (where the school will not approve absence e.g., holidays during term time, taking children out of school without permission i.e., birthdays, parents or siblings attending medical appointments).

2.3   In line with our Safeguarding practices, our schools have a first day of absence calling policy to ensure we know our pupils' whereabouts.

2.4   This policy applies to all pupils across the Trust, including children of non-statutory school age.

3. POLICY STATEMENT

3.1   If a child is absent, parents should call the school office by 9.30am on the first day of absence stating a reason. Parents must contact the school daily to update on the medical condition and the anticipated length of time of any continued absence. On the child's return to school, a note explaining the reason for the absence and/or medical evidence must be provided.

3.2   Pupil absence rates are carefully monitored. The school is keen to work with parents to increase the amount of time a child spends in school. In such cases, the Attendance Officer and/or the Education Welfare Officer (EWO) will invite parents in to discuss the reasons for the absences and consider possible solutions. Where there is little or no improvement, a penalty notice may be issued and/or court proceedings instigated.

3.4   Leave of absence during Term Time

3.4.1   A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are absent, but they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which the school and parents must seek to avoid.

3.4.2   Under guidance given by the Department of Education, schools are not able to authorise family holidays during term time. School term dates are published a year in advance; therefore, the school does not see any reason for parents to take their

child(ren) out of the school during term time.

3.4.3   Parents wishing to request leave of absence must:

- Request a copy of the Bolen Trust Attendance Policy and Request for Leave of Absence Form (Annex 2) from the School Office.
- Complete a Request for Leave of Absence Form.

3.4.4   Applications must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case.

3.4.5   In considering whether to authorise leave of absence, the school will consider each case individually. Parents will be notified in writing of the school's decision on exceptional leave.

3.4.6   Parents who take their child(ren) on a leave of absence without the school's permission could be issued with a Penalty Notice (a fine of up to £60). In cases where there is more than one pupil in the family, a Penalty Notice will be issued for each parent of each child.

3.4.7   Where leave of absence has been granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion. The regulations do not allow schools to give retrospective approval. If the leave of absence is not applied for in advance, the absence will be recorded as unauthorised.

3.5   Religious Observance

3.5.1   Boleyn Trust Schools will treat absence as authorised when it is due to religious observance. Following DfE guidance, the day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, School staff will seek advice from the parents' religious body about whether it has set the day apart for religious observance. The school will expect to be notified by parents in advance if their child(ren) will be absent for religious observance.

3.6   Interviews at other educational institutions

3.6.1   Following DfE guidance, Schools should be satisfied that the interview and/or test is linked to transfer to another educational institution. Absence should be limited to the time taken to complete the test and travel to and from the educational institution. Parents/carers will be asked to provide evidence of appointments in advance.

3.7   Lateness

3.7.1   Pupils who are consistently late disrupt not only their own education but also that of others. Please refer to your child(ren)'s School website for specific timings of the school day.

3.7.2   In cases of persistent lateness, the parent/carer(s) will be invited to meet with a member of the Senior Leadership Team, Attendance Officer or EWO to seek a resolution.

3.8   Absence for Medical Reasons

3.8.1   Parents must make every effort 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. The Attendance Officer may request medical evidence for longer periods of absence and for children who are absent for a week or longer.

3.9   Rewards

3.9.1   Children will be rewarded for consistently excellent attendance and most improved attendance. Rewards are given out in assemblies and the children are encouraged to achieve consistently good attendance.

3.10   What can parents do to help?

- Follow the Attendance policy guidelines for reporting absence.
- Send a note when your child returns to school after absence.
- Make non-emergency appointments outside school time.

3.10.1   If you are worried about your child's attendance at school, what can you do?

- Talk to your child about concerns they may have about school; it may be something simple.
- Talk to the Attendance Officer, Class teacher or a member of the Senior Leadership Team at the Academy.
- You may contact the EWO, who will work with you and the Academy to resolve the situation (number available from the Academy Office).