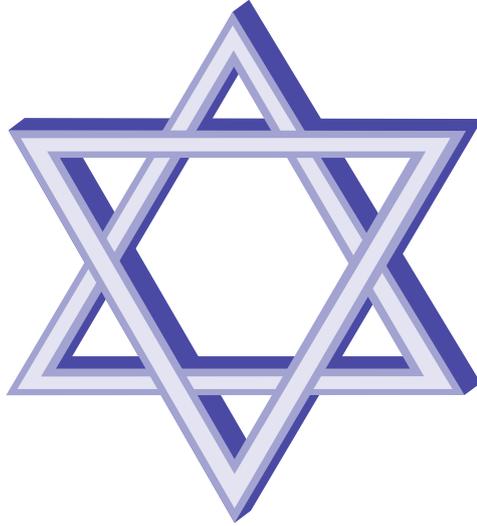


# NCJPS



## Attendance Policy

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## December 2017

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# Statement of Intent

North Cheshire Jewish Primary School (NCJPS) believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Following the framework set in Section 7 of the Education Act 1996 which states that:

*'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and*

*(b) to any special educational needs he/ she may have*

*Either by regular attendance at school or otherwise'.*

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies within the Disability Discrimination Act (2010)
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

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Signed by

\_\_\_\_\_ **Headteacher**

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

# 1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of NCJPS.
- 1.2. The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of NCJPS.
- 1.5. Staff, including teachers, support staff, office staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 1.7. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.
- 1.8. Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.
- 1.9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

# 2. Definitions

- 2.1. NCJPS defines "absence" as :
  - Not attending school for any reason.
- 2.2. NCJPS defines an "authorised absence" as:
  - An absence for sickness for which the school has granted leave.
  - Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
  - Religious or cultural observances for which the school have granted leave.
  - An absence due to a family emergency.
  - A special request agreed by the Headteacher.
- 2.3. NCJPS defines an "unauthorised absence" as:
  - Parents/carers keeping children off school unnecessarily or without reason.
  - Truancy before or during the school day.
  - Absences which have never been properly explained.
  - Shopping, looking after other children or birthdays.
  - Day trips and holidays in term time which have not been agreed.
  - Leaving school for no reason during the day.

- 2.4. NCJPS and the DfE define “persistent absenteeism (PA)” as:
- Missing 10 per cent (10%) or more of schooling across the year **for whatever reason.**

### 3. Training of staff

- 3.1. At NCJPS we recognise that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at risk pupils.
- 3.2. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.

### 4. Pupil expectations

- 4.1. Pupils will be expected to attend school every day.

### 5. Absence procedures

- 5.1. Parents/carers must telephone the school office as soon as possible, preferably before 08.45 on the first day of absence.
- 5.2. Alternatively, parents/carers may call into school and report to the school office where details will be recorded by a member of the office staff.
- 5.3. A phone call/text message/email will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
- 5.4. In the case of persistent absence, arrangements will be made for parents to speak to the Headteacher.

If pupil absence drops below 90 per cent (90%), the Office staff will bring it to the attention of the Headteacher, who will investigate the matter.

### 6. Contact information

- 6.1. Parents/carers must provide accurate and up to date contact details.
- 6.2. Parents/carers are responsible for updating the school if the details change.

### 7. Attendance Officer

- 7.1. If they are persistently absent, pupils will be referred to the local School Attendance Officer who will attempt to resolve the situation by agreement.

7.2.

## 8. Lateness

- 8.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 8.2. The school day starts at 8:45am.
- 8.3. Registers are marked by 9.00am. Pupils will receive a late mark if they are not in their classroom by this time.
- 8.4. The register closes at 9:00am.

## 9. Term time leave

- 9.1. At NCJPS our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 9.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 9.3. Leave during term time will only be authorised in genuinely exceptional circumstances, for example, bereavement or serious illness.
- 9.4. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 9.5. Requests for leave will not be granted in the following circumstances unless there are in genuine exceptional circumstances:
  - Immediately before and during assessment periods.
  - When a pupil's attendance record shows any unauthorised absence.
  - Where a pupil's authorised absence record is already above 10 per cent (10%) for any reason.
- 9.6. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence.

## 10. Monitoring

- 10.1. NCJPS monitors attendance and punctuality throughout the year.
- 10.2. NCJPS attendance target is 96+ per cent (96%).
- 10.3. Details of our absence levels can be found on in the school newsletter.
- 10.4. School must be notified in advance if absences are required for days of religious observance.

## 11. Appointments

- 11.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- 11.2. If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.
- 11.3. Pupils must attend school before and after the appointment wherever possible.

## 12. Young Carers

- 12.1. NCJPS understands the difficulties that face young carers.
- 12.2. NCJPS will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 12.3. NCJPS takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.