



PUPIL ATTENDANCE POLICY

Staff consulted: September 2024

Approved by the Board of Trustees: October 2024

Review Date: Autumn 2025

Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Mrs Elaine Canham - pupilabsence@sweyneparkschool

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

contact the school on the first day of absence before 8.35am to support our absence checking procedures - our register closes at 10.00am;

the school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised;

contact the school on every further day of absence, again before 8.35am

ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice

contained within the EFTS and BBE Community Welfare Guidelines for Schools Absence and Sickness Policy (appendix E).

faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

See Annex B for the Essex Code of Conduct.

There is no entitlement in law for pupils to take time off during the term to go on ~~holidays~~ each parent

Deletion from Roll

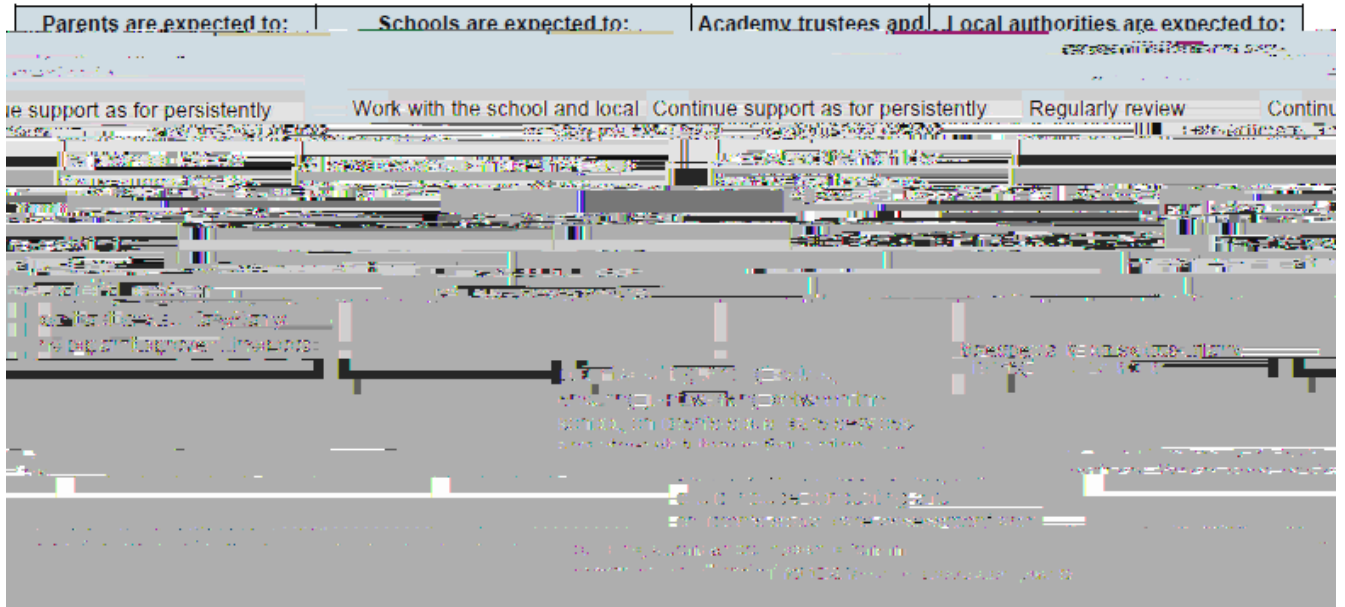
For any pupil leaving Sweyne Park School, other than leaving the school at the end of Year 11/13, parents/carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

Annex A: DfE guidance Summary table of responsibilities for school attendance.
From 19th August 2024

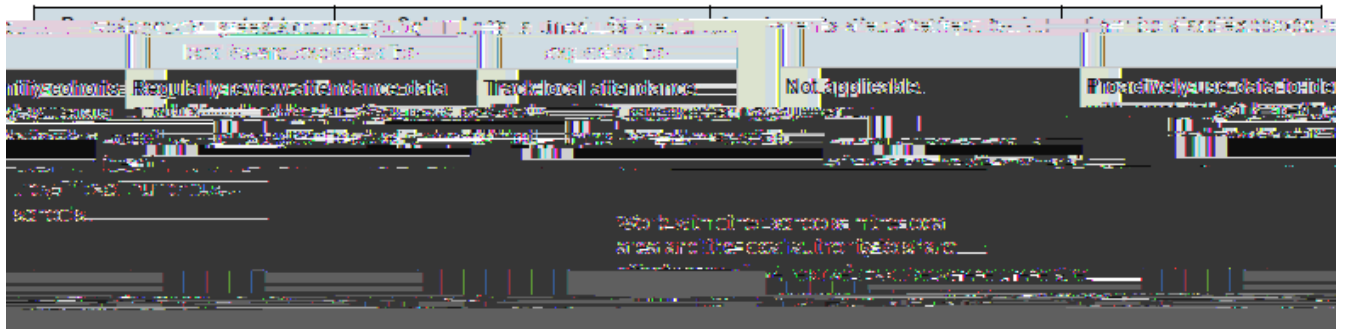
https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf

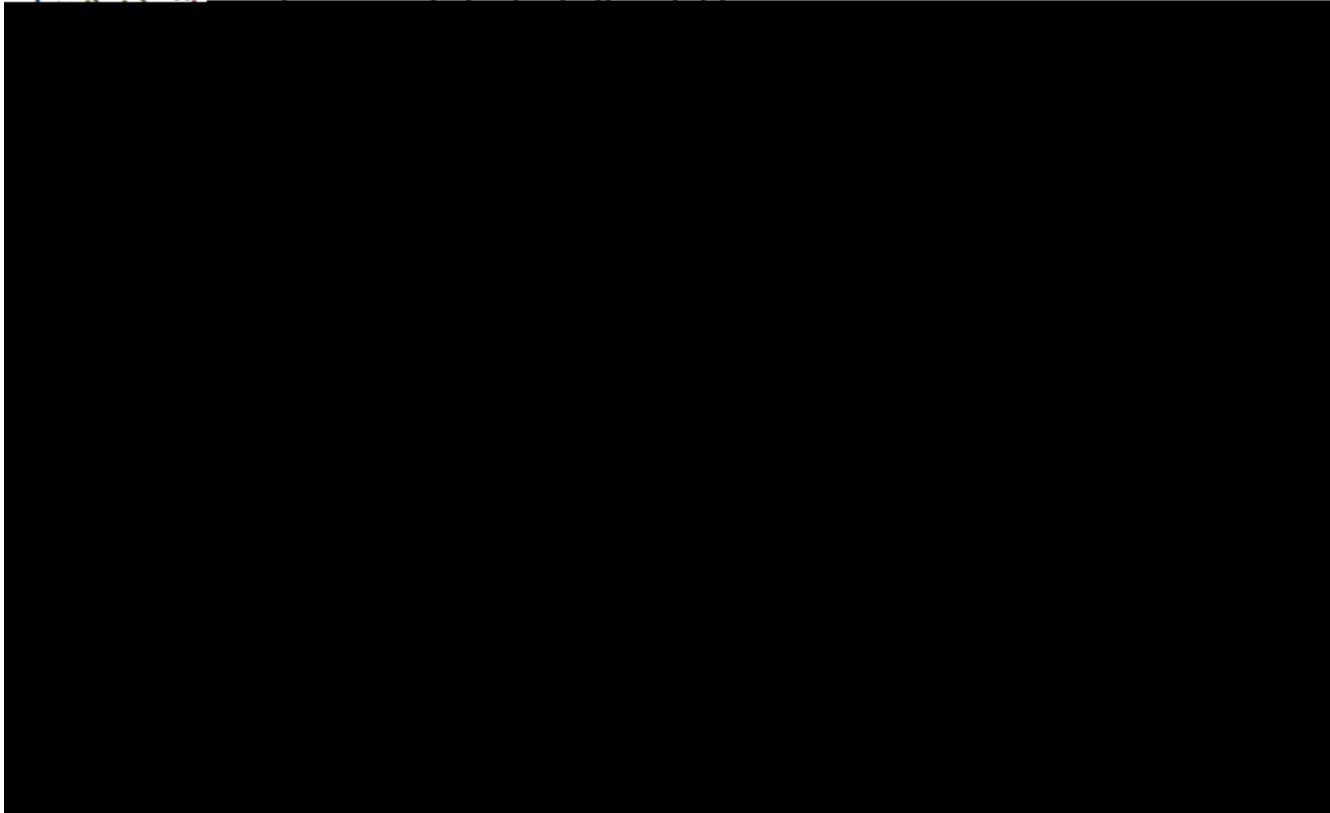
All pupils

	Parents are expected to:	Schools are expected to:	Academy trustees and governors:	Local authorities are expected to:
Strategic approach to attendance	Ensure that their child attends school regularly and on time.	Have a clear school attendance policy.	Take an active role in attendance.	Have a clear policy on school attendance.
Local arrangements	Ensure that their child is registered for school.	Ensure that their child is registered for school.	Ensure that their child is registered for school.	Ensure that their child is registered for school.
Attendance monitoring	Monitor their child's attendance and notify the school if there is a problem.	Monitor their child's attendance and notify the school if there is a problem.	Monitor their child's attendance and notify the school if there is a problem.	Monitor their child's attendance and notify the school if there is a problem.
Attendance support	Work with the school to address any attendance issues.	Work with the school to address any attendance issues.	Work with the school to address any attendance issues.	Work with the school to address any attendance issues.
Attendance enforcement	Ensure that their child is present at school on time.	Ensure that their child is present at school on time.	Ensure that their child is present at school on time.	Ensure that their child is present at school on time.



Support for cohorts of pupils with lower attendance than their peers





Mail for ing

<p>... the the the ...</p>	<p>... the the the ...</p>	<p>... the the the ...</p>
<p>... the the the ...</p>		
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>
<p>... the the ...</p>	<p>... the the ...</p>	<p>... the the ...</p>

Annex B - ESSEX CODE OF CONDUCT: PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL ANTI-SOCIAL BEHAVIOUR ACT 2003 SECTION 23

<https://www.essex.gov.uk/schools-and-learning/schools/school-attendance-and-absence/penalty-notices>

Annex C



With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

There will be a single consistent national threshold of 10 sessions (usually considered by all schools in England) for Penalty Notices to be issued.

Annex D – Illness Absence Guidance

[DfE external document template \(childrenscommissioner.gov.uk\)](https://www.childrenscommissioner.gov.uk)

Annex E – Is my child too ill for school? NHS Guidance.

Cold Sores

Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Measles

If your child has measles, they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily.

Keep your child off school for at least 4 days from when the rash first appears.