

# Attendance Policy



**Cavendish**  
Primary School



**Knowleswood**  
Primary School

## **Cavendish and Knowleswood Federation Attendance Policy**

The Federation aims to ensure all children achieve their full potential in all aspects of their school life. In order to achieve this it is vital that children attend school every day.

### **It is the legal responsibility of all parents to ensure their child(ren) attend school every day.**

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

If your child is absent from school you should contact the school office as soon as possible on the first day of absence; this can be done by telephone, text, email or in person.

If school is not contacted by parents, then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. **If parents cannot be contacted it may result in a home visit.** Parents are required to provide an appropriate reason for their child's absence on the first morning of non-attendance. If no reason for absence is received, the absence will be recorded as unauthorised.

Attendance will always be a high priority for school and we will continue to promote attendance in a positive way through assemblies, certificates, medals, prizes and family support where appropriate. The school works closely with the Education Safeguarding team and other organisations who will assist the school in challenging non-attendance robustly; this will include; attendance challenges, home visits, penalty notices and family support as needed. The school will inform every parent of their child's attendance with a comparison to national expectations each half term via a letter.

**In line with government guidance no parent will be penalised for following official public health advice related to Coronavirus (COVID-19). If their child does not attend a given session due to the requirement to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19) this will not impact their overall attendance.**

In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.40am and the register is taken at 9.00am. Children arriving between 9.00am and 9.30am will be recorded as being late. Children arriving after 9.30am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning.

In line with government guidelines term time holidays are not permitted. All requests for term time absence will be termed as "leave of absence". The school will not authorise any requests for leave of absence **other than in exceptional circumstances**. Any request for leave of absence should be made in writing. If a child is taken out of school for a leave of absence then a Fixed Penalty Notice will be issued. Usually a warning will be issued after the first leave of absence and fines will be issued for subsequent absences. Fixed Penalty notices are calculated as follows:

- £60 per parent per child if paid within 21 days.
- £120 per parent per child if paid after 21 days but before 28 days.

Failure to pay before 28 days is likely to lead to prosecution.

Attendance below 90% is recorded as persistent absence and will result in a referral to the Local Authority Education Safeguarding team unless medical evidence is provided. The Education Safeguarding team will initially monitor and support the family with their child(s) attendance, however if this fails to lead to an improvement in attendance a Fixed Penalty notice will be issued.