



THE PATHWAY ACADEMY TRUST

Registered address: c/o Culverstone Green Primary School,
Wrotham Road, Meopham, Kent DA13 0RF

Registered Company N° 9782388

ATTENDANCE POLICY

Author	CEO
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Introduction

All children are entitled to receive an effective full-time education suitable to their age, ability and aptitude. It is the joint responsibility of the schools and parents/carers to ensure that our children receive that education.

The Pathway Academy Trust (TPAT) expects all children to attend school every day that the school is open, in full school uniform, arriving on time, registering for the morning and afternoon sessions and remaining for the full school day.

The Head Teacher has the right to authorise absence. The Head Teacher will not authorise absence if they believe that a child's attainment is being significantly impaired by his/her level of attendance other than in exceptional circumstances.

As part of the Attendance Policy, referrals in some schools will be made to our Attendance Advisory Service the South Eastern Attendance Advisory Service (SEAAS) where there are concerns about a child's attendance which have not been resolved by the school and/or when the school believes that the child's attainment is significantly impaired by his/her level of attendance.

Punctuality

Punctuality is very important. Arriving late for school is a poor start to the day, causing embarrassment to your child, disruption to the class, unnecessary difficulties for teachers who are teaching, and most importantly, disturbance to learning for other children.

At Culverstone Green Primary School, the school day starts at 8.50am.

At Meopham Community Academy, the school day starts at 8.55am.

At Riverview Junior School, the school day starts at 8.40am.

At Riverview Infant School, the school day starts at 8.55am.

At Wrotham Road Primary, the school day starts at 8.55am.

Children who arrive after these times are considered late.

Most primary age children are brought to school by parents or carers. Therefore, poor punctuality is the sole responsibility of the parents or carers. If children are not brought to school on time they could come to believe that education is not considered to be important, which often leads to truanting when they are older.

Illness and medical appointments

Medical and dental appointments should be made outside of school hours wherever possible. If this is impossible then absence will only be authorised when the appointment card is shown. The child should be returned to school immediately after the appointment, unless advised otherwise by medical professionals.

Sickness

If your child is unwell, they should not attend school. **We ask that you notify the school by 9.30am on the first day of absence** if your child is unwell and that you keep the school updated if the absence continues beyond the first day. If the school has not been contacted we will text or ring home to find out the reason for absence.

The Trust is very concerned for the welfare of our children. Where there are persistent or prolonged periods of sickness, the school may refer the matter to SEAAS or a Family Liaison Officer so that the correct advice and assistance can be put in place to support the family through this difficult period.

There may be occasions where medical evidence is needed to support the reasons for your child's absence from school. The school will not approach your doctor to obtain that evidence. It is your responsibility as a parent/carer to provide a medical certificate or doctor's letter, as appropriate.

For contagious illnesses such as chicken pox, where children may have a longer period of absence, parents may request work from the school when their child is well enough to complete it.

Authorised Absence

A child will be considered for authorised absence from school when s/he was prevented from attending by reason of sickness, as described above. All other absences will only be authorised at the discretion of the Head Teacher.

Leave during Term time

Please note that the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#), which came into effect on 1st September 2013, removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If a parent/carer wishes to take a child out of school during term time, they should seek permission, in writing, from the Head Teacher at the earliest opportunity. **Each case will be treated on its merits, but it is not the policy of the Trust to authorise such absences, except in the most exceptional circumstances.**

If a parent/carer wishes to request such leave, they should make a written application at the earliest opportunity. The Head Teacher will consider each request and inform the parent/carer as soon as possible, in writing, whether the request has been granted or not.

Please be aware that if a request for such leave is not granted, any absence from school during the above dates will be recorded as unauthorised.

If unauthorised leave during term time is taken, the school will consider issuing a Penalty Notice to each parent for each child that is taken out of school. Standard information provided with each Penalty Notice states that a £60 fine is payable within 21 days of the Notice being issued, rising to £100 if paid between the 21st day and 28th day. If neither of these sums is paid within these periods, the Local Authority may consider a prosecution for an offence contrary to Sec. 444(1) Education Act 1996. Penalty Notices will be issued in accordance with the Penalty Notice Code of Conduct.

Levels of attendance

The school will monitor the attendance of each child on a regular basis. Parents will be notified by the school when attendance is less than 96% or a regular pattern of absence is noted and you will be invited to discuss any concerns or problems that you have.

If there is still no improvement and we believe that the child's attainment may be impaired by his/her level of attendance parents will then be asked to attend a meeting with the Attendance Officer in order to address the attendance concerns for your child.

School will also notify parents that improvements have been seen.

Rewards

We place a high importance on regular and punctual school attendance and we do our best to promote and reward good attendance for all the children.

In conclusion

School attendance and attainment are closely linked.

It is extremely important that all of our children attend school on a regular basis, so that they receive the education to which they're entitled. This ensures that our children have the best opportunities in later life.

If a child misses one day at school per week over their school life, that is 80% attendance and is the equivalent to missing two full school years by the time they reach the end of secondary education. That is a lot of missed learning!

Please don't leave it until it is too late. If you are having problems with your child's school attendance, make an appointment to speak to us so that we can provide advice and strategies to assist.

Attendance Ladder



Equates to:

4 SCHOOL DAYS off each year

7 SCHOOL DAYS off each year

9 SCHOOL DAYS off each year

11 SCHOOL DAYS off each year

20 SCHOOL DAYS off each year

30 SCHOOL DAYS off each year

Your co-operation is important.
We all want the best education for our children.