



Attendance Policy September 2019

Aims and Principles of Good Attendance

Wath Church of England Primary School is committed to maximising the achievement of all pupils.

There is a clear link between good attendance and educational achievement.

Regular and punctual attendance is vital if pupils are to benefit fully from the academic personal and social opportunities, which are offered to them within the school.

Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.

A broad and balanced education is dependent on regular attendance at school.

School will take appropriate action to promote and encourage good attendance.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)

This policy also has regard to non-statutory DfE guidance, including, but not limited to, the following:

- DfE (2016) 'School attendance'

Statement of Expectations

What Wath Church of England Primary School expects of its pupils.

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To register with the class teacher
- To inform the class teacher of any reason that will prevent them from attending school.

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Definitions

For the purpose of this policy, the school defines:

- **“Absence”** as:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
- 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 has granted leave.
 - An absence due to a family emergency.
- An **“unauthorised absence”** as:
 - Parents keeping children off school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Arrival at school after the register has closed.
 - 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.
- **“Persistent absenteeism”** as:
 - Missing 10 percent or more of schooling across the year **for any reason**.

Roles and responsibilities

The governing body has overall responsibility for the implementation of the Attendance Policy and procedures of Wath C of E Primary.

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.

The governing body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.

The Headteacher is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school.

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Staff, including teachers, support staff and volunteers, are responsible for following the Attendance Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.

Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.

Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

What the school expects of parents/carers:

- To fulfil their responsibility by ensuring their children attend school regularly and on time. This means they are ready to go into school with their class teacher at 8.50 am. If parents and their children arrive later than 9 am and the playground gate is locked for the children's safety, parents are expected to bring children to the main entrance.
- To ensure that they contact school on the first day their child is unable to attend and that their child returns to school with an absence note.
- To ensure their child arrives on time and is well-prepared for the school day. [equipment, completed homework etc.]
- To contact the Class Teacher or Headteacher in confidence whenever any problem occurs that may keep their child away from school.
- To inform the Class Teacher and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside the school day.
- To ensure the continuity of their children's education by taking holidays during the school holiday period and, in exceptional circumstances where this is not possible, to request leave in term time by completing the application in advance of the holiday.

What parents/carers and pupils can expect of the school:

- A broad and balanced education that is dependent on regular attendance.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- First day contact with parents when a pupil fails to attend school without providing good reason.
- Prompt and structured action on any problems notified, including punctuality and non-attendance.
- Close liaison with the Education Welfare Service to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record through regular reports home.
- To record a child late, who arrives at school later than 9.10 am.

Roles of Staff involved with attendance:

- Class Teachers will complete the register according to the guide provided in front of register.
- Administrative Assistant will make first day contact with parents when a pupil fails to attend.
- Administrative Assistant/PSA will provide analysed figures on attendance.
- The Parent Support Advisor or the Headteacher will contact parents to support families with attendance issues.
- School promotion of good attendance through awareness and rewards.

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Absence procedures

Parents are required to contact the school as soon as possible on the first day of absence.

A phone call 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.

In the case of persistent absence, arrangements will be made for parents to speak to the Parent Support Advisor and Headteacher

If a pupil's absence drops **below 90%** a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has information on how parents can work with the school and their child to improve attendance.

If a pupil's absence drops below **85 percent**, a poor attendance notification letter is sent out, and the Jmat Attendance Lead will be informed. A formal meeting will then be arranged with the parents to discuss the issues around poor attendance, and consider ways to support both children and parents to improve attendance.

For all absences falling **below 90%**, the parents/carers of the children concerned will have an interview with the Headteacher to explore the reasons for their child's absence and to discuss how to improve it.

Contact information

Parents are responsible for providing accurate and up-to-date contact details.

Parents are responsible for updating the school if the details change

Lateness

Punctuality is of the utmost importance and lateness will not be tolerated.

The school day starts at **8.50** am. Pupils will be collected from the playground at this time.

Any pupils arriving after 9 am must use the front door of school and parents must complete the late register.

Registers are marked by **9.10** am. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at **9:30** am. Pupils will receive a mark of absence if they do not attend school before this time.

Term-time holidays/leave

At Wath C of E, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

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The Headteacher is unable to authorise holidays during term-time. **All requests for holidays taken in term-time will be accompanied by an interview with the Headteacher.**

The Headteacher is only allowed to grant a leave of absence in truly exceptional circumstances. Applications will be made in advance and the Headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.

The Headteacher will determine the amount of time a pupil can be away from school. Any leave of absence is at the discretion of the Head of School.

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.

If parents take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as penalty fines.

Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.

Parents are required to inform the school in advance if absences are required for days of religious observance

Appointments

As far as possible, parents will attempt to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the school office. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent/carer. Pupils will attend school before and after the appointment wherever possible.

Monitoring and review

The school monitors attendance and punctuality throughout the year..

- This policy is reviewed annually by the Headteacher; the next scheduled review date for this policy is **September 2018**
- Any changes made to this policy will be communicated to all members of staff and parents.

This review: **September 2019**

Next Review: **September 2020**