



Perry Wood  
PRIMARY & NURSERY SCHOOL

## Attendance Policy

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Reviewed by: Governors

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## Ethos and Aims

At Perry Wood, we believe that punctuality and good attendance are essential for all pupils, to ensure they can benefit fully from the Proud Traditions, Wide Horizons and High Achievement that Griffin Schools offer. We aim to ensure that all pupils achieve maximum possible attendance and that any barriers to this are identified and acted upon as soon as possible. The school aims for 100% attendance for pupils and promotes good punctuality now for the future.

Parent and carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the Local Authority.

## Roles and Responsibilities

### Parents/carers

- Parents/carers have a legal responsibility to ensure that their child attends school regularly and on time.
- Parents/carers should have a clear understanding of the importance of attending school, acceptable and unacceptable reasons for absence and the fact that an absence will remain unauthorised until a satisfactory explanation has been given.
- Parents/carers should work closely with the school and aim to inform the office on the first day of their child's absence
- In circumstances where a parent is having difficulty getting the child to attend they should seek the support of the school and the Education Welfare Service.

### Pupils

- Pupils should attend all school lessons every day and be on time.
- Pupils should have a clear understanding of the importance of attending school as well as acceptable and unacceptable reasons for absence.
- Pupils should tell their parents/carers or class teachers of any reason that prevents them attending/wanting to attend school
- In instances of lateness pupils should report to the school office upon arrival.

## Class Teachers

- Follow the legal requirement to complete an accurate register at the start of morning and afternoon sessions.
- Proactively encourage good attendance and punctuality.
- Discuss attendance issues with individual parents and pupils if at a level of concern
- If attendance is an issue, look for patterns of absence and report concerns to the Phase leaders
- Make routine and immediate enquiries into pupil absence
- Promote links between attendance and attainment

## Office Staff

- To update information on SIMS and provide data as requested by the HT/Attendance lead
- WEDUC messages to be copied in to child's SIMS attendance register for the day.
- Carry out first day contact with home and reinforce parental role by telephone call.
- If correspondence is only by WEDUC a telephone conversation needs to be made by day 2. Response to be recorded on child's register (SIMS).
- Proactively encourage good attendance and punctuality

## Senior Leadership Team

- To co-ordinate all work concerning attendance, monitoring weekly attendance figures.
- Review, evaluate and implement further development of attendance initiatives
- To liaise closely with Phase leaders and Class Teacher in order to support individual cases.
- To attend meetings and attendance panels as required.

## Governors

- Governors regularly assess the effectiveness of attendance procedures and practice.

## Absence

- Registers open at 8.50 a.m. and all children must be in class to get an attendance mark.
  - Arrivals within 20-minute period after Registration will be marked in the register as being late (L). This is recorded on our system but does not qualify as unauthorised absence. It does impact on progress, however, because it disrupts learning and routine.
  - Arrivals more than 20 minutes after the close of Registration will be recorded as unauthorised absence (U). At the point of 5 U coded sessions (within a half term) a warning letter will be issued. This is notification that a Penalty Notice may be issued if persistent lateness, after close of registration, continues. Persistence lateness is defined as 10 U coded sessions within a term.
- Holiday requests and absence notifications checked for reasons of absence
- Phone call or text home if pupil absent without school being informed
- Home visit on 2<sup>nd</sup> day and every 2 days if no contact made.
- If no contact made after 10 days and no holiday suspected EWO and CMELateness

Lesson times start at 9am and registration is 8.45am. Many classes enter the building just before this time to enable the pupils to prepare for the day. All lateness is rerecorded and lateness after the registers close is marked as absence. If a pupil regularly late for school we monitor and offer support to develop strategies to improve their punctuality.

## Leave of Absence during Term time

Parents/carers are informed that medical appointments should be notified to the school in advance with an appointment card if possible. However, they are asked to, wherever possible, make appointments during school holidays or outside of school hours.

Pupils will be marked as an authorised absence and the reason noted if:

- Pupil is ill – pupils are expected to come to school with minor illness, parents/carers can be contacted if the child becomes worse. Odd days off need to be avoided.
- Religious observances
- Permission for absence has been given by the Head
- All other absence will be marked as unauthorised

Absence during term time for holidays and visits is not acceptable and will not be authorised except in very exceptional circumstances. Any request for extended leave will be considered on an individual basis.

We operate the DfE zero tolerance approach to extended holidays and we notify parents/carers of this so that they can make an informed decision about removing children from school for this reason. We refer children with unauthorised extended holiday absence to the local authority who arranges for fixed penalty fines to be issued.

## Strategies for promoting good attendance with pupils

The school works constantly at promoting good attendance and punctuality, it has in place a range of strategies and procedures and celebrations designed to promote good attendance.