



Perry Wood
PRIMARY & NURSERY SCHOOL

Attendance Policy

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Rationale

Good attendance at school plays a vital part in the educational development and personal achievement of every child. At Perry Wood we believe that children are only able to access the curriculum and develop to their full potential as learners and as part of the school community if they are regular and punctual attendees at school.

We recognise that it is a parent’s legal responsibility to ensure that their children attend school in a regular and committed manner. In support of this the following information outlines our commitments in ensuring that attendance at Perry Wood continues to be of high priority.

Aims

- To ensure excellent levels of pupil attendance
- To establish an ethos of ‘school attendance matters’
- To work closely with parents/carers and carers in fulfilling our obligations to the children by placing high priority on the regular attendance and punctuality of all pupils.

- To ensure procedures within the school identify and follow up all absences and patterns of absence at the earliest opportunity.
- To have a clear and consistently applied escalation process
- To have a range of proactive strategies to promote good attendance.
- To develop the school's celebration of good attendance and punctuality

Roles and Responsibilities

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.

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.

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 children if at a level of concern
- Discuss attendance issues with parents/carers if their child's level of attendance becomes a 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

Teaching Assistants

- Promote and encourage good attendance and punctuality
- Talk to the child/ren about attendance if it starts to become a concern.
- To support class teachers as required in addressing the whole school approach.

Office Staff

- To update information on SIMS and provide data as requested by the HT/Attendance lead
- To remove letters and notes from the registers and store for three years
- To record absences reported over the telephone and challenge reasons/refer cases being monitored to Phase Leader/ Attendance lead and record on a communication log
- Carry out first day contact with home and reinforce parental role
- Proactively encourage good attendance and punctuality

Attendance Lead

- To co-ordinate all work concerning attendance
- 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.

Head | DHT | AHTs

- Manage and support staff in promoting the importance of attendance
- Monitor weekly attendance figures and liaise with Attendance Lead
- Chair meetings with parents/carers and attendance panels as necessary

Governors

- Oversee the review of the attendance policy and comment on its successful implementation.
- Support the school in initiatives addressing attendance
- To consult with the Headteacher to review annual school attendance targets and set new ones
- Monitor evaluate and review attendance
- To support the schools policy in addressing unacceptable levels of attendance and unauthorised absence such as an attendance panels.

Other External agencies

- School will consult with any other relevant agencies such as Early Intervention Family Support Worker, Educational Psychologist's, school nurse, Children And Mental Health Service, CAF coordinator, social care, EWO etc. to seek to support individual cases as appropriate.

Dealing with Absence

What to do if a child is away:

- On the first day parents/carers will be phoned or sent a text by the office staff if they have not contacted the school.

- On the second day if no contact has been made, a home visit will be made.
- If no notice has been received by the time the child returns to school or within a week of the first day of absence an official letter will be generated by the office, followed up the following week by a further letter, if no reason is given the absence will be marked as 'unauthorised'.

Parents/carers/carers must communicate absence through either:

- A note
- A telephone message
- An oral message from an adult with parental responsibility for that child

Attendance Strategy Daily

- Registers open at 8.50 a.m. and all children must be in class to get an attendance mark, if they arrive shortly after this time they will be given a late mark. All registers close at 10 am. Pupils who arrive after 10 are marked as an unauthorised late absence.
- All registers are checked for absence marks by the office staff
- Holiday requests and absence notes checked for reasons of absence
- Phone call or text home if pupil absent without school being informed
- If no contact made and no letter sent in on day of return letters are sent to parents/carers asking for a reason
- Home visit on 2nd day and consecutive days if no contact made
- If no reason given absence will be marked as unauthorised
- If no contact made after a week and no holiday suspected EWO and CME

Attendance Strategy Weekly

- Attendance percentage list printed for 90% and below
- 4 categories used to track attendance

Category 1: 97% children noted as 'new to list' and need monitoring

Category 2: Will be further monitored and letter of attendance concern may be sent home to parents/carers if felt necessary due to the reason being unauthorised absence

Category 3: Below 90% Medical evidence will be required for every absence and letter sent home.

Category 4: If attendance still fails to improve CT/PL arrange meetings with parents and produce a parent/school action plan

Category 5: Prosecution via EWO

Lateness

A child who is 10 minutes late for school every day effectively misses out on 6 full days of their education over a year.

Lateness is defined by any arrival after the register has closed. Any pupil arriving after 10.00am will be given an unauthorised late mark. Any pupil arriving after 8.55 am but before the close of registers will need to report to the office and their name and reason for lateness will be recorded.

Persistent lateness (regularly more than twice a week) is a form of absence and requires the class teacher, firstly to speak with the child on their own and to obtain cause of lateness and if necessary speak to parents/carers. It is important that parents/carers are aware that persistent lateness can make a significant difference to their children's achievement. Persistent lateness is monitored by the Attendance Lead/Headteacher who will send lateness concern letters if there is an issue. If lateness persists the parents/carers will be invited in for an interview or to a meeting to discuss it.

Absence

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

If absence falls below 90% with illness as the main reason, medical evidence will be requested, this can be in the form of a compliment slip, appointment card, copy of the prescription or the medication if it is dated.

A meeting will be held with parents/carers for those whose illness is an issue. Agencies will be invited to help and support parents/carers in an effort to avoid absence through illness e.g. school nurse.

Leave of Absence during Term Time

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.

Parents/carers wishing to take their child on holiday during school time must write a letter stating the reason why the holiday needs to be taken in term time. The letter is then taken to the governors and/or Headteacher and parents/carers are informed whether the absence is to be authorised or unauthorised. If unauthorised they are advised of the consequences, should they still proceed taking the child/ren out of school during term time. These are counted as absence and the reason noted on the register.

Absence

Unauthorised Absence

This includes:

- Looking after siblings
- Shopping
- Haircut
- Birthday
- Illness of other family members
- Oversleeping
- Visiting relations or relations visiting the home
- Holidays
- Parents/carers/carers unable to bring your child to school

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.

- Class teachers – (all staff i.e. office staff support staff TAs etc.,) will reward good attendance on a daily basis through praise, encouragement and star charts
- Outside agencies such as the school nurse, family support workers, will be used to support parents/carers and children who encounter specific difficulties, i.e. illness, school phobia etc.
- Weekly class attendance figures announced at Friday Celebration Assembly and Attendance Teddy for KS1 and KS2 presented along with certificate. Class who gets the attendance teddy gets a class reward decided on by class teachers.
- Children who are consistently late, class teachers will do reward charts for being in on time.
- At the end of every half-term letters are sent home to parents/carers advising them of their child's percentage attendance for that half-term if it is below 95%.
- If the attendance is still falling in the next half term parents/carers will be invited into school to discuss the issues. There may be the involvement of professionals at this time such as the school nurse, FSW, EWO etc.
- At the end of every term pupil's with 100% attendance for the term receive a certificate in the Celebration Assembly and at the end of the academic year pupil's who have attended 100% receive a special 'Gold' certificate.
- Rewards for improving and good attendance from class teachers
- Information on the Newsletter regarding health such as hand washing.
- Targeting different illnesses and identifying ways of reducing the spread.
- Monitor illness over a week – inform parents/carers beforehand.
- Meetings with parents/carers to help them overcome difficulties