



White Woods Primary Academy Trust

Attendance Policy

Reviewed: September 2014

Approved by Governing Body: October 2014

Review Date: September 2016

Whiston Junior and Infant School Aims:

The school aims to provide quality education for children between four and eleven years of age.

Our aim is to provide high standards of teaching and learning through:

- A rich, broad, balanced and creative curriculum which sustains the engagement of all learners.
- Operating an environment which is safe, healthy, caring and supportive for everyone.
- Encouraging self reliance and pride in all achievements.
- Developing learning skills and a love of learning, including the ability to question, enquire and be independent in their approach to learning.
- Promoting the development of tolerance and respect for others, regardless of race, creed or gender and ensure that all learners have equality of opportunity.

There is a clear link between good attendance and educational achievement. As an Academy, and a school, we are committed to maximising the achievements of all pupils.

Aims and Principles of Good Attendance

Through this policy Whiston Junior and Infant School, and the schools in White Woods Primary Multi Academy Trust, aim to:

- Ensure consistency of approach in matters relating to attendance
- Ensure that all stakeholders have an understanding of their responsibilities with relation to attendance.
- Provide opportunities for school and parents to work in partnership to support their child's attendance.
- Give all children equal opportunities to attend school regularly and punctually to help them meet high standards of achievement and progress and benefit fully from the personal and social opportunities offered to them
- Help children develop good work habits for the future
- Involve parents in promoting the importance of learning through good attendance and punctuality

Governing Body Responsibilities

- To receive information from the head teacher and/ or EWO on attendance
- Being involved in setting school targets on attendance
- To contribute to plans in response to where attendance is a cause for concern
- Supporting the school in its efforts to raise attendance

Senior Leaders' Responsibilities:

- To ensure that this policy and its procedures are implemented.
- To ensure that all stakeholders are aware of their responsibilities with regards to attendance.
- To communicate with parents on matters relating to attendance.
- To work with parents and external agencies to ensure matters regarding attendance and punctuality are addressed and levels of attendance are raised.
- To review the attendance policy and figures in line with the school priorities.
- To report attendance to Governors on a regular basis.
- Designated teacher for Looked After Children to monitor their attendance and to inform the Education Welfare Service of any child that has been absent for a total of more than 10 days in any one academic year.
- Designated teacher for Safeguarding to monitor attendance of those pupils on the child protection register
- Support parents in understanding their role in promoting good attendance by including attendance and punctuality as part of the home school agreement.

Office staff responsibilities:

- Office staff will record all attendance related messages from parents and notify the class teacher
- Complete statistical returns for LA / DFE
- To monitor attendance figures and report these to the head teacher on a regular basis.
- Recording any pupil arriving late, and when late on a regular basis liaising with parents/ carers or involving the EWO when necessary
- Communicating with the Head teacher any concerns re a pupils absence or repeated lateness
- Recording pupil's absence/ lateness on the computerised system on a daily basis
- To record the reason for absence in the class register.

Class Teacher Responsibilities:

- To ensure that the register is taken at 8.50am in the morning and at 1pm in the afternoon to ensure that it is completed accurately, noting numbers of children present and absent.
- Ensure registers are completed on Sims 9am and 1.10pm
- Concerns regarding children's attendance or punctuality are, in the first instance, discussed with parents/carers.
- To follow up any concerns regarding attendance/punctuality with the office staff.
- If a child's attendance/punctuality is a safeguarding concern that the Named Safeguarding Person is informed.
- Recognise and praise good attendance and punctuality.
- Provide detailed information to parents as part of the pupil's annual report
- To collect children from the playground in the morning and afternoon sessions

Registration Procedures:

- Registration begins at 8.50am in the morning and at 1pm in the afternoon
- Class teachers should insert a mark for every pupil if they are present whether it is a present mark or an absent mark. All marks must be made accurately in accordance with computerised registration systems
- If children arrive after 8.50am and 1:00 pm, they will be deemed to be late
- Total numbers of children present and absent must be entered into the register for the morning and afternoon sessions.

What the school expects of the children:

- To make sure they get out of bed and get ready for school when they are asked to at home
- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the school office if they arrive after 8.50am

What the school expects of the parents / carers:

- Parents/carers carry out their legal duty of ensuring that children of compulsory school age attend on a regular and full-time basis.
- Parents/carers should ensure that their child arrives at school in time for the start of registration at 8.45am in the morning and is well prepared for the school day.
- Parents/carers should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school on the first morning of absence before 9.30am. This may be done by email, phone, letter or in person. Parents/carers should keep the school regularly informed if the child remains absent for more than one day.
- If a child is physically sick or has diarrhoea, they must remain off school for 48 hours in line with guidance from the Local Authority and NHS.
- Parents/carers may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- Wherever possible, to make appointments outside of the school day.
- Arrange holidays outside school term time. As from 1st September 2013, holidays in term time will not be authorised. Changes to the **Education (Pupil Registration) (England) Regulations 2006**, state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Final decisions will be made by the Head Teacher of each school on a case by case basis.

APPENDIX

Authorised and Unauthorised attendance:

If the school is open to staff and children and your child is not in school then they will be classed as 'absent'. This absence will either be 'authorised' or 'unauthorised'.

Authorised Absence:

This is when the school agrees that the absence could not be avoided. For example:

- Sickness
- Medical or dental appointments (however, where ever possible these should be arranged outside of school hours)
- Days of religious observance*
- Exceptional family circumstances e.g. bereavement, family wedding
- Holidays that because of special circumstances cannot be taken during the 13 weeks school holiday period.
- Notice from the Local Authority that absence can be authorised
- Reasons relating to medical treatments
- Parents are in the 'forces'

**In the case of religious observance, the child will still be marked as absent from school. The absence will be authorised, but if no other absences are recorded, this will not affect their 100% attendance award at the end of the year.*

Unauthorised Absence:

School will not authorise a child's absence if it feels the absence could be avoided. If your child's attendance is a cause for concern, this may lead to involvement of the EWO* or you may be issued a fixed penalty notice.

**EWO = Educational Welfare Officer*