Woodside Primary School
ATTENDANCE POLICY

Rationale

This Policy outlines the underlying philosophy, purpose, nature, organisation and management of pupil attendance at Woodside Primary School.

The Policy is a result of consultation with the wider school community and an analysis of existing attendance data to establish current absence trends.

It aims to ensure the enjoyment and achievement for all pupils at Woodside Primary School.

Principles

The Governors, Head Teachers and staff wish to ensure every child has the opportunity to:

- Fully participate in school life
- Enjoy and achieve
- Feel a valued member of the school community

Aims

- To ensure that persistent absence (national average currently 2.4% primary) is no more than 2%
- To achieve 96%+ attendance
- To ensure there is a whole school, graduated response to improving punctuality and attendance
- To identify groups of pupils and individuals whose absence causes concern
- To identify pupils persistently absent from school (10% or more absence)
- To track pupils' attendance and monitor and evaluate progress
- To identify main causes of absence and take action to address them

Legal Responsibilities Relating to School

Attendance Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full-time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

Parental Responsibilities Relating to School Attendance

Parents must:

- contact school on first day of absence to provide a reason for non-attendance
- update the school if the absence is expected to continue
- request leave in advance for holidays/extended absences in term time. However, holidays will not be authorised unless for certain circumstances.
- work with the school and any other agency to resolve any difficulties which may affect regular school attendance

School Responsibilities Relating to School Attendance

Mr Collings and Miss M de Prez are the school attendance leaders. As the attendance leader of the school they will ensure:

- registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006
- a whole school approach to reinforce good attendance, teaching and learning to encourage all pupils to attend and achieve
- individuals or group attendance targets are set and understood by staff, parents and pupils

Registration

- Parents should ensure pupils are in school for 8.55am for morning registration and 12.50pm for afternoon registration.
- A pupil arriving after 9.00am and 12.50pm will be marked late.
- A pupil arriving after 9.30am and 12.50pm will be marked as late after the register closes. This is regarded as an unauthorised absence for the session.
- A pupil arriving in school after 9.00am / 12.50pm should follow school procedures for late arrivals. Report to the office and explain reasons for lateness and children can be escorted to their class.
- Parents whose child(ren) are persistently arriving after 9.00am on 10 or more occasions will be invited into school to discuss the lateness and seek a resolution. Where school action fails to bring about an improvement, the matter will be discussed with Education Welfare Service and consideration given to issuing a Penalty Notice.

Categorisation of Authorised and Unauthorised Absence

The parent must provide an explanation for any period of absence from school, it is the responsibility of the Head Teacher to decide whether or not the absence will be authorised.

School will usually authorise absences where a pupil is:

- Unable to attend school due to illness
- Requires emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays
- Absent due to other exceptional circumstances.

School will not authorise absence for:

- Shopping
- Birthdays
- Days out / holidays – unauthorised holidays in term time may lead to a penalty notice being applied by the local authority
- Looking after brothers/sisters

School may request medical verification where a pupil's attendance falls below 90%.

School Systems for Promoting Regular Attendance

School will:

- contact parents on first day of a pupil's absence, where no notification has been received from the parent/carer by 9.30am to ensure the safety of the pupil
- analyse individual attendance pupil data to identify patterns of absence causing concern
- contact parents by letter when pupils' attendance falls below 96% to highlight concerns
- invite parents into school for a discussion when a pupil's attendance is below 96%

- invite parents to an Attendance Meeting with Head Teacher, Education Welfare Officer, Class Teacher, where attendance falls below 90%
- consider referral to Education Welfare when school action has failed to bring about an improvement in the pupil's attendance
- use Individual Attendance Support Plans for pupils with attendance difficulties
- use Parenting Contracts where exclusion or behavioural issues are affecting a pupil's attendance in school
- in partnership with LA use a full range of strategies, including legal interventions, to support improvement to attendance
- provide appropriate support to pupils to ensure successful reintegration following long term absence
- complete a Common Assessment where complex and significant factors requiring a multi-agency response is identified
- implement a range of rewards for pupils with high levels of attendance and those improving attendance
- work proactively to engage with parents and carers to resolve any difficulties which may be affecting school attendance, through parent's evenings, pupil reviews and home-school agreements
- provide a full and diverse curriculum to engage and motivate pupils, including use of SEAL to promote emotional well-being
- make parents aware of the impact of poor attendance on attainment

Persons responsible for attendance in Woodside Primary School

- Head Teacher – Attendance Leader (Mr Collings)
- First Day Contact (Miss M de Prez)

Review of Policy

- This policy will be formally reviewed every 3 years.
- This policy will be less formally reviewed on an annual basis (with the SLA).
- The policy is given in full to all parents of children who are starting at Woodside Primary School.
- The principles of this policy will be raised in the school newsletter regularly throughout the year.
- Any complaints arising from the implementation of this policy should be addressed to Mr Collings in the first instance.

Review

Review Date – September 2024

To be reviewed - September 2026

Headteacher: Richard Collings

Chair of Governors: Rev. Emma Speake