



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

Legislation

Regular and punctual attendance at school is a legal requirement. Regular attendance is essential to enable children to maximise their educational attainment, opportunities and further development.

• Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".

• Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence".

• Section 576 Education Act 1996 - Meaning of "parent"

For the purposes of Education Law, the definition of a 'parent' and who is responsible for ensuring regular attendance to school is: - all biological parents, whether they are married or not

- any person who, although not a biological parent, has parental responsibility for a child or young person
- this could be an adoptive parent, a step-parent, guardian or other relative any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

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
- a telephone call will be made home at the end of each school week if pupil attendance is not 100% in order to offer support where needed
- 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

Punctuality

At Woodside Primary School we will apply a robust day to day process to track and follow up on absence and poor punctuality. We will ensure registers are completed accurately and on time, twice per day, in accordance with the timings set out below. This will indicate which pupils are absent from or are late for school.

- Our gates open at 8.40am and classroom doors open at 8.45am
- We expect all pupils to be in their classroom at 9am ready for registration. If your child is in class at this time, they will be marked as present.
- Registers close at 9.15am. If your child arrives at school after 9am but before 9.15am, they will need to enter the school by the main entrance and the parent will need to sign them in. They will be marked as late and will receive the L code.
- If your child arrives at school after the registers have closed 9.15am they will be marked as late and will receive the U code. This is an unauthorised absence for that session.
- Afternoon registers will be taken at 12:50pm. In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark, code U, that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This

may mean that you could face the possibility of a Fixed Penalty Notice or other legal action if the problem persists.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies. You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

Home visits

The school is committed to ensuring the safety and wellbeing of all pupils. Where a pupil has been absent from school for **three consecutive school days without any contact or explanation from a parent or carer**, the school will undertake a home visit, where appropriate, to establish the reason for the absence, ensure the child's welfare, and offer any necessary support.

Where parents or carers have maintained regular contact with the school and the reason for the absence is known, the school may carry out a home visit after **five consecutive school days of absence**. The purpose of the visit is to check on the pupil's wellbeing, discuss any ongoing barriers to attendance, and work collaboratively with the family to support the child's return to school as soon as possible.

What can parents/carers do to help and working in partnership with Parents/ Carers?

Let the school know straight away why your child is absent. Home/school communication is extremely important in supporting your child to achieve and feel settled in school. Try to make any dental/GP appointments outside of school time.

It is important that school and parents / carers work together with a shared plan and outcomes when supporting a child / young person's attendance and wellbeing. If despite persistent attempts to work with parents, there continues to be a lack of engagement, then legal procedures may be followed to secure engagement and school attendance.

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children / young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

We will provide parents / carers with information about Emotionally Based School Non-attendance to discuss needs and strategies to support their child, as appropriate.

Persons responsible for attendance in Woodside Primary School

- Head Teacher – Attendance Leader (Mr Collings)
- First Day Contact (Miss M de Prez)
- Designated Safeguarding Lead (Mrs C Percival)

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 2026

To be reviewed - September 2029

Headteacher: Richard Collings

A handwritten signature in black ink, appearing to read 'R. Collings', written in a cursive style.

Chair of Governors: Katie Anderson