



**WORTHAM PRIMARY SCHOOL**

# **ATTENDANCE POLICY DOCUMENT**

	<b>Date</b>	<b>Signed</b>
<b>Agreed By Governors</b>	<b>December 2021</b>	<b>Chair of Governors Jeanne Jenkins</b>
<b>Lead</b>	<b>Governors</b>	
<b>Review Date</b>	<b>December 2022</b>	

## **Attendance Policy**

### **Aims**

- To maximise attendance of all children – thus supporting achievement in learning.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor, communicate and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

### **Roles and responsibilities**

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

#### Governors

- To set and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance Policy.

#### Headteacher

- To ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance and punctuality patterns.
- To provide Governors with information to enable them to evaluate the success of policy and practice.

#### Class Teacher

- To provide an accurate record of the attendance of each child in their class.
- To record the reasons for absence given to them on the appropriate recording sheet.
- To respond promptly to any issue raised in the weekly analysis of registers by Office Staff.
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

#### Office Staff

- To record children arriving late or leaving early on a daily basis
- To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.

- To contact any parent who has not informed the school as to why their child is absent on the first day of absence.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
- To make a judgment in conjunction with the Headteacher whether an absence is authorised or unauthorised.
- To work in partnership with key agencies if attendance and/or punctuality when it is an issue.

Education Welfare Officer (external service provider)

- To enforce the law regarding school attendance.
- To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.

All

- To display high standards of punctuality and attendance in order to act as role models for children, parents and carers.

### **Administration**

- The School uses SIMS software to store and monitor data in relation to attendance in order to fulfil its legal responsibilities in relationship to attendance.
- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are returned to the School Office after the closure of the registration period.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

### **Absence**

Lateness

- Pupils arriving after 9:00 a.m. and 1:00pm will be considered as late.
- Pupils arriving after 9 a.m. and 1:00pm must report to the School Office so that their attendance can be recorded.
- Pupils arriving after 9.00 a.m. and 1:00pm will be officially absent for the session. This will be considered as an unauthorised absence unless satisfactory reason is given, for example a doctor's appointment.

- The School will phone parents/carers on a daily basis by 9.15 a.m. when the reason for absence is unknown. Where it has not been possible to make contact with parents on the first day of absence, the school will send an email and/or letter by first class post.

#### Illness

- Parents/carers are asked to contact the school on the first day of absence by 9.00 a.m. to provide the reason for the absence and where possible on each subsequent day of absence. Office staff will contact parents on the first day of absence if a reason for absence has not been given.
- If any member of staff is concerned about a reason for absence, the Headteacher will be informed.

#### Medical or Dental Appointments

- Whenever possible, parents/carers are encouraged to make all medical appointments out of school hours.
- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide confirmation of these appointments.

#### **Holidays During Term Time**

Leave of absence during term time will only be granted under exceptional circumstances.

#### **Unauthorised Absence**

Only the Headteacher can authorize requests for absence.

The school will not condone holidays taken during term time and requests that parents arrange holiday absences that do not result in children missing learning opportunities. Permission for absences in term time may only be granted for compassionate reasons and approved educational experiences at the Headteacher's discretion. Where compassionate reasons or approved educational experiences exist, permission should be requested in writing to the Headteacher with as much notice as possible. When a request is not authorised, parents have the right of representation to the School governors.

If the holiday absence is not authorised and the holiday is taken any way, the Education Welfare Service may look into the specifics of the case.

The School may issue a Fixed Penalty Notice to any parent/carer who fails to ensure the regular attendance of their child at school. This currently stands at £60 (for those who settle within 21 days) and £120 (for those who pay within 28 days).

### **Other Absences**

Other absences from school will be considered on an individual basis and a decision will be made by the Headteacher as to whether to authorise the absence or not.

### **Reporting to parents and carers**

All absences, both authorised and unauthorised, and lateness will be reported to the parent/carer at the end of the academic year within their child's report. During the year, parents will be given an update in October and February on their children's attendance within the Interim Reports. They will receive a printout of their child's attendance and are requested to check that the information provided is accurate.

### **Rewards**

Children who achieve 100% attendance for a whole year are presented with certificates.

### **Monitoring and evaluation**

Attendance data will be collected half termly (six times a year) to establish patterns of irregular attendance. This will include children with: incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of un-authorised; and children with attendance below 93.27% (government figure). This data will be discussed with the EWO as part of the regular half termly meetings.

If concerns are raised by this analysis, parent discussions will occur, either through telephone calls to the parents/carers and/or formal letters stating the attendance and regular lateness of the child and that there is an issue. The School reserves the right to issue fixed term notices to parents.

The Office staff and EWO will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance annually and the Headteacher will recommend an attendance target to the Governors. The Governors will set an annual target of attendance and unauthorised absence and review this termly.