

# **WESTFIELD PRIMARY SCHOOL ATTENDANCE POLICY**

**At the heart of everything we do is the welfare of your child**

## **Rationale**

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

## **Principles**

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

1. Fully participate in school life
2. Enjoy and achieve
3. Feel a valued member of the school community

## **Aims**

- To ensure that persistent absence (national average currently 2.4% primary, 6.3% secondary) is no more than 5% secondary and 2% primary by 2016
- To achieve 95.5% attendance (national average currently 94.82% primary and 92.13% secondary).
- 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 (20% 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 on the third day of non attendance if the absence is expected to continue
- Request leave in advance for holidays/extended absences in term time by following the school holiday in term time policy procedures (see Appendix 1)
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance

## **School Responsibilities Relating to School Attendance**

Mrs. E. Kochan and Mrs. M. Akram are the school attendance leaders. 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 8.50 am for morning registration and 1.00 for afternoon registration.

A pupil arriving after 8.50 am and 1.00 pm will be marked late.

A pupil arriving after 9.20 am and 1.30 pm 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 8.50 am 1.00 pm should follow school procedures for late arrivals. Anyone arriving after 8.50 should enter school through the main reception and sign in with office staff.

Parents whose child(ren) are persistently arriving after 8.50 am on ten or more occasions will be invited in to school to discuss the lateness and seek a resolution. Where school action fails to bring about an improvement, the matter will be discussed with the 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
- 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 9.20 am 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 90% to highlight concerns
- Invite parents in to school for a discussion when a pupil's attendance is below 90%
- Invite parents to an Attendance Meeting with the Attendance Officers, 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 parents 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 Westfield Primary School**

- Mrs. C. Dawes. Mrs. M. Akram, Mrs. E. Kochan
- First day contact link – Mrs. N. Shepherd, Mrs. E. Kochan
- Governor with special responsibility for attendance

### **Review of Policy**

- This policy will be formally reviewed every 3 years
- This policy will be less formally reviewed on an annual basis
- A copy of this policy is available on the school website
- The policy is given in full to all parents of children who are starting at Westfield Primary School
- A paper copy of the policy is in the staff handbook and the handbook for governors
- 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 the Head Teacher in the first instance

Signed:

Date:

Signed:

Date: