



Windmill Hill Primary School

ATTENDANCE POLICY

*Windmill Hill Primary School is committed to lifelong learning within a caring environment.
Together, we make a difference.*

Rationale

This Policy outlines the underlying philosophy, purpose, nature, organisation and management of pupil attendance at Windmill Hill 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 Windmill Hill 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 reduce persistent absence.
- To improve 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 (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.

How we will monitor attendance

Alongside the attendance initiatives, we will also be introducing a staged approach to managing absence and punctuality. We have set a target for all children to achieve attendance of 97%. This will mean that we will be contacting the parents of children who have been absent from school. The stages we will follow to improve school attendance are:

Stage 1 – Following the first absence from school, you will receive an email to remind you about the importance of good attendance.

Stage 2 – If your child has further absences in a short space of time, you will receive a letter to inform you that we will be monitoring the attendance of your child.

Stage 3 – If your child continues to be absent, you will be invited into school to meet with me to discuss the importance of good attendance and an attendance target will be set. This will provide you with an opportunity to talk about any issues that may impact on your child's attendance.

Stage 4 – If no improvement can be seen in your child's attendance, you will be asked to attend a meeting with the Local Authority Education Welfare Officer. At this meeting you may be issued with a Penalty Notice Warning letter. Further absences from this point may result in a penalty notice being issued.

Stage 5 – If your child's attendance continues to be a concern at this stage, we will be working with the Local Authority to take further action in terms of prosecution for non-attendance.

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.
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance.

School Responsibilities Relating to School Attendance

Miss Paula Newman is the school attendance leader. As the attendance leader of the school she 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 9.00am for morning registration and 1.00pm for afternoon registration.

A pupil arriving after 9.10am and 1.15pm will be marked late.

A pupil arriving after 9.30am and 1.30pm will be marked as late after the register closes. This is regarded as an unauthorised absence for the session.

Parents who have a child(ren) who are persistently arriving after 9.30am on 10 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 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 9.30am 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 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 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 Windmill Hill Primary School

- Head Teacher – attendance leader
- Designated attendance officer
- First day contact link
- 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 Windmill Hill 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.

Appendix 1

School Holiday in Term Time Policy Procedures

Please see the attached.