

# Warmsworth Primary School

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## Attendance Policy



Warmsworth Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel safe, valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education Laws and this school attendance policy is written to reflect these laws and the guidance produced by the DfE.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Doncaster attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy contains the procedures that the school will use to meet its attendance targets.

### **School Procedures:**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness:**

Morning registration will take place at the start of school at 8.55 am. The registers will remain open for 20 minutes. Any pupil arriving after this time (9.15am), will be marked as having an unauthorised absence unless there is an acceptable explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered, provided acceptable evidence is produced.

The afternoon registration will be at 1.15pm.

The registers will close at 1.35pm

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late, (L), before registers close.

**First Day Absence:**

Parents/Carers are expected to make contact with school on the first day of absence to explain why their child is absent, prior to 9.30am. If school has not received any notification for the absence the school admin team will take the following steps:

- make contact by text
- make contact by telephone on first contact number provided
- make contact on subsequent three numbers provided
- contact school(s) where any sibling attend.
- visit the child's home

**Continuing Absence:**

School will continue to try to make contact with parent/carer each day. The Headteacher will be informed if the absence continues.

Any pupil who is absent for 3 days, without any satisfactory explanation will be reported to the Local Authority, by submitting a referral to the Learner Engagement Service. The school will include details of the actions they have taken.

**Absence notes:**

Absence notes are kept with class registers which are retained from date of absence + 2 years.

**Promoting attendance:**

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

- Weekly assemblies are used to inform children of each class' attendance with a prize awarded to the class with the highest for that week.
- Termly and yearly rewards are given for those achieving 99% and 100% attendance

**Frequent Absence:**

If a child's attendance falls below 95% the school will write to inform parents that it must improve. If it does not improve, a second letter will be sent to inform parents that no further absences will be authorised and the Local Authority will be informed. If attendance does not improve the school will follow Doncaster Local Authority guidelines.

If a child is absent for 10% or more of school sessions, over a continuous period of half-terms they are defined by the DfE as a 'persistent absentee' and this information is gathered by the Local Authority and Department for Education.

**Holidays in term time:**

Legislation effective from 1 September 2013 means that no requests for holidays can be authorised except in exceptional circumstances. When a parent/carer wishes to apply to take their child out of school during term-time, they must complete a leave of absence form and this should be submitted to the school at least 4 weeks before the proposed start of the holiday and before booking the holiday. If a child is taken on holiday during term-time, without the authorisation of the Headteacher, a Fixed Penalty Notice will be issued to both parents of the child.

The Criteria for Leave of Absence is:

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document by the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.

Where there are other factors which the Headteacher may consider to be exceptional circumstances, this may be referred to the local authority for advice.

**Absence for commercials, sporting events, ballet, music etc:**

Attendance must not be below 96% for the head to authorise the absence. The head will be flexible on how many days in a block will be authorised.

**Attendance Targets**

The school will set attendance targets each year.

Approved: September 2018

Review: Summer Term 2020