



Headteacher: Miss Sarah Langridge

WHITLEY AND EGGBOROUGH COMMUNITY PRIMARY SCHOOL

Attendance Policy

Attendance

Good attendance and punctuality at school is important and ensures continuous learning. School encourages good attendance through the making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils. Children need to feel that their contribution in school is valued and that all staff care about them as individuals.

Effective schools should be consistent in conveying their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their attendance is important.

Children are expected to attend school every day of the academic year, unless there is a very good reason for absence as a legal obligation. There are two types of absence:

- Authorised (C / I / H / M / T) - Where the Headteacher approves pupil absence
- Unauthorised (G / O) - Where the Headteacher will not approve absence
- Late (L – before the end of the register at 9am or U – after the end of the register)

If a child is to be absent, parents should call the school on **each** morning of the absence stating a full and detailed reason – by 08.45am. The Headteacher will then decide whether to authorise the absence. If authorisation is refused, for instance because a child was kept off school for a birthday or a very minor ailment, then parents would be informed of the reason for not authorising the absence.

If contact, explaining the child's absence, is not made by parents or carers, then the school will try to contact the home by telephone on that initial morning. If contact cannot be made with the person named as first contact, the school will leave a message and then proceed to try and make contact with other named people, until all possibilities have been exhausted. If a child's absence remains unexplained, especially after three days, the school would consider if support should be sought from Social Services or Learner Engagement.

A log of all messages left by parents regarding child absence and telephone conversations that staff have with parents/carers is kept in the office.

Completing the Register

The marking of registers can sometimes become so routine that it's importance is sometimes lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily legal record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They also contribute to pupil's end of term reports and to records of achievement. For these reasons registers are required to be marked accurately in **black ink or directly onto the computer system within SIMS (until April 2018) or Scholarpack (from April 2018)**, and all alterations should be visible and explained.

- The School Administrators are responsible for inducting new staff on completing registers and reporting any concerns about the completion of registers to the Headteacher or School Business Manager.
- The School Administrators will ensure the Headteacher is kept up to date with changing guidelines for completing registers i.e when a new code is introduced or changed.

Morning Registers and Dinner Registers are taken promptly between 8.45 am and 9:00 am. Doors to classroom should be shut at 8:55am – children arriving after this time will be marked as Late before the end of register (L). Children arriving after 9am will be marked as Late after the end of the register (U). Dinner registers are returned to the office at 9am – other registers will remain in the classrooms.

Afternoon Registers are taken promptly at 1.15 pm and are kept in the classroom.

Leave of Absence During Term Time

Parents are strongly urged to avoid booking a leave of absence during term time. Parents do not have the right to take their child out of school for such a holiday, but the Headteacher may choose to grant leave of absence in exceptional circumstances- for example where neighbouring local authorities have different term dates and affects siblings within the school or following a period of child's illness / family crisis when it is recommended that a holiday would be beneficial to the family.

The Headteacher will not authorise holidays requested due to parents leave availability from work – all requests of this nature will be marked as unauthorised – G. The school's policy for authorising holidays has to be responsive to changing Government and LA advice and should be amended/updated at least annually or more regularly if needed, i.e. following an Ofsted Inspection.

In considering whether or not to authorise leave, the Headteacher will consider each case individually. The school will not authorise holidays for any pupils at the start of a new academic year or for Year 6 in April/May as this is the time for National assessments for Year 6 pupils. Leave of absence forms can be obtained from the Headteacher, and all requests should be submitted at least six weeks before the first day of intended absence.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we, and you, must seek to avoid.

Parents are reminded of the school's leave of absence policy every term via newsletters. (see separate leave of absence policy). Unauthorised leave of absence in excess of 4 days taken (within 6 months) will be reviewed by the headteacher and in some cases following the guidance from NYCC of exceptional circumstances will result in action being taken by the local authority in the form of a penalty notice.

Punctuality

We operate a "meet and greet" procedure at the beginning of each day to support congestion levels on Learning Lane and pupils can be dropped off at the school gate from 08:40am. Children may go straight into school and start the day's activities.

School begins officially at 8.55 am and all pupils are expected to be in school for registration by this time. Any child arriving later than 8:55 am should enter school via the main entrance reporting to the School Office. The child will then go to their classroom.

Pupils who are consistently late are disrupting not only their own education but also that of others. Persistent lateness will result in further action being taken, in accordance with Education Welfare advice. Three late marks in the same half term or five+ over the year will be the trigger for contacting parents and possibly the NYCC Prevention Services Team.

Absences for part of the day

From time to time children show signs of illness during the school day. School will contact parents and / or other family members if a child needs to go home. School asks parents to ensure that we have up to date contact names and telephone numbers for this purpose.

There may also be times when children are given medical or dental appointments from the hospital during the school day. In such cases the absence for the time around the appointment will be marked as "M". Full days should not be taken to attend appointments unless absolutely necessary.

What can parents do to help?

- Let the school know as soon as possible why your child is unable to attend that day.
- Talk to a member of staff when your child returns to school, to see if there is anything we can do to support their return.
- Try to make routine medical and dental appointments outside school time.
- Do not allow your child to have time off school unless it is absolutely necessary.
- Talk to the Headteacher if your child develops any medical condition which may affect their attendance in the future. Support from the school nurse can be arranged for you.

Concerns procedure

Every pupil's attendance is monitored using a R.A.G. (**red**, **amber**, **green**) system. **Green, 95%+**, no concerns, continue to be monitored monthly, **amber, 92-95%**, weekly monitoring in case of emerging pattern of regular short-term absence, reasons for absence monitored closely, letter to parents to express concerns, **red, <92%**, day to day monitoring, meeting with parents to agree action, no improvement will result in referral to external agencies. 90% is the Local Authority Threshold for serious concerns.

Individual circumstances are always taken into account. A child's attendance could decrease considerably due to one genuine period of illness – i.e with chickenpox, tonsillitis, but the Headteacher will know that it will steadily increase again over the year and not be concerned.

Absences due to minor ailments/illness, regular absences and unexplained absences are significant concerns and it is always the school's intention to identify issues and intervene early. Support is always offered and hopefully, by working

together, parents and school can improve the situation. However, if this does not happen and the school continues to be concerned about a child's low attendance the Headteacher may decide to unauthorise any future absence unless robust medical evidence is given. All unauthorised absences, using the 'O' code, are monitored closely by the Attendance service and this therefore, will be the trigger for involving external agencies.

If a referral has been received by the school the Prevention Services will then begin working with parents and the school to resolve/improve the situation.

Giving positive messages about attendance

At Whitley and Eggborough Community Primary School we will try to highlight the importance of high attendance via displays, newsletters and posters around school.

We also try to make parents aware that there is support available through the Prevention Services and the school nurse, in addition to working in partnership with school. During the year the Headteacher will arrange drop in sessions with the Prevention Team to enable parents to come and discuss minor concerns or have any questions answered.

School closures

During the winter months it occasionally become necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day a notification will be sent out on the App along with a message on the school website. Local radio stations will also be notified and any closure will be broadcast on BBC Radio York and Minster FM. If the weather or other conditions mean that a decision is taken to close school during the school day parent and carers will be informed of the decision and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

Please note that the school does not take closure decisions lightly and all attempts to keep the school operational are made. The school is obliged to inform the Governors and LA of any school closures.

Monitoring attendance

It is the responsibility of the Headteacher, delegated by the governors, to do everything possible to ensure every child attends school for the maximum number of days they can each year. We acknowledge children are at times genuinely ill, there may be times when parents/carers request a special leave of absence for a particular circumstance i.e an exam, a family funeral, and at certain times circumstances may be such that an application for an annual holiday is made.

Nevertheless all schools have a statutory duty to monitor punctuality and attendance closely for each child and if concerned, take steps to intervene early, always sharing information with parents and offering what the school and family may consider further support/advice from outside agencies.

Date of Next Review	April 2020	Responsibility	<i>Governing Body</i>
Date of Policy Creation March 2014	Adapted School written model	Responsibility	<i>Headteacher</i>
Date of Policy Adoption by Governing Body	Date: April 2019		
Method of Communication (e.g. Website, Noticeboard, etc.) Website/Staff meeting	Website/school brochure/staff meeting/Governors' meeting		

APPENDIX A

Whitley and Eggborough Community Primary School

Policy statement – Pupils’ Punctuality and Attendance

(To be read in conjunction with DfE and NYCC policy statements)

- The highest standards of attendance and punctuality are encouraged for all pupils at all times.
- School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.
- Where a child’s attendance causes concern, the following parameters and actions will be considered by the Headteacher:

(Each case will be considered individually based on circumstances)

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Attendance will be monitored by the school and attendance history considered• Contact with parents/carers if deemed necessary
90% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Letter to parents/carers asking them to work with school to improve attendance• Discussion with parents/carers to develop a plan of action
85% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Discussion with Prevention Service re possible referral for consideration within NYCC policy and practice guidance
Repeated incidences of illness-related absence	<ul style="list-style-type: none">• Discussion with parents/carers• Referral to school nurse• Request that parents/carers provide proof of doctor’s involvement (appointment card with child’s name on / letter / copy of prescription etc)• Work for the pupil might be sent home to be completed
Repeated arrival at school after 8.55am	This will be marked in the class register as a LATE . <ul style="list-style-type: none">• Letter to parents/carers requesting that the matter is addressed and offering support• An action plan to be established• Consideration of request from outside agencies through the Common Assessment Framework
Repeated arrival at school after 9.15 am	This will be marked in the class register as an UNAUTHORISED ABSENCE for the session. <ul style="list-style-type: none">• An action plan to be established• Consideration of request from outside agencies through the Common Assessment Framework• Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines