

WELFORD, SIBBERTOFT AND SULBY ENDOWED SCHOOL

Attendance Policy

All children of statutory school age have the right to a good quality education. Regular school attendance is essential if a child is to take full advantage of the educational opportunities available to them and be successful. Without regular attendance the learning process becomes fragmented and unsatisfactory; put simply: **absence means missed learning**.

Attendance is a national priority and all schools have to submit data electronically (both in an aggregated form and on an individual pupil basis) every term. Attendance data is a key indicator of an effective school and, as such, is scrutinised by OFSTED. National data clearly shows a correlation between high attendance and high examination performance.

School attendance is subject to various Education laws and our school attendance policy is written to reflect these laws and the latest amendments to legislation announced by the Department for Education (DfE) to take effect from 01 September 2013.

What is good attendance?

100% attendance – when a pupil arrives on time and attends every lesson every day. The vast majority of our pupils achieve over 95% attendance and this is what we expect from all our pupils as a **minimum**.

Attendance of 90% or less will have a serious effect on learning. One half day's absence every week will give 90% attendance!

Whose responsibility?

Welford, Sibbertoft and Sulby Endowed School (WSES) takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. We aim to work in partnership with parents to ensure the highest possible levels of school attendance.

Maintaining good levels of attendance at WSES is the responsibility of everyone in the school community - pupils, parents, governors and staff.

Pupils

All pupils are expected to attend school daily and on time. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support. At the end of each year pupils whose attendance is very good (100%) will be presented with a certificate and a 100% attendance medal. Pupils leaving Year 6 will be considered for the Marjorie Allen attendance award.

Parents/Carers

Parents are responsible for ensuring that their child attends school each day, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, parents are requested to notify the school on the first day of absence - before 9.30am.

School

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. Telephone / personal messages are logged in the Absence Book. The school will investigate promptly all absenteeism, liaising closely with parents. If no communication is received from parents by 9.30am, staff will phone contact numbers to ascertain the whereabouts of the child. Staff will respond to all absenteeism firmly and consistently. Parents will be informed promptly of any concerns over a child's attendance.



School Procedures for Recording and Monitoring Attendance

School Times

The school will be open to pupils for 190 days per year. The term dates for Northamptonshire Schools will be followed. Parents will be supplied with a list of term dates at least once during the preceding school year.

School sessions times are as follows:

	Morning	Afternoon
Foundation / Key Stage 1	8.55am – 12 noon	1pm – 3.15pm
Key Stage 2	8.55am – 12.15pm	1pm – 3.15pm

School doors will be open from 8.45am to receive children into school. Pupils should not arrive before this time.

Registration

Registration is both a legal requirement and provides essential information in the event of needing to evacuate the school building. It also ensures an orderly start to the session. Registers are collected and returned to the school office following registration. Times of registration are 8.55 - 9.05 a.m. and 1.00 - 1.10 p.m.

Lateness

Pupils arriving after registration has closed will be marked as 'late' (L in the register instead of / \ mark).

Parents are asked to contact school if they know that their child will be late for school for any reason. If school has not been advised that a child will be late then the session will be marked as an 'unauthorised absence'.

Children arriving to school late must come to the school office to have their arrival recorded. Where a pupil arrives 30 minutes after the registration period, they will be deemed to have lost their attendance mark for that session and this late arrival should be noted in the Attendance Diary in the school office, but the register is not altered.

Absences

From September 2013 there have been important changes in attendance regulations relating to pupil absence from school.

The amendments to legislation make it clear that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Also, parents can be subject to a fixed penalty notice fine for taking their child/children out of school during term time. From the 01 September 2013, the fine will be £60 per adult for each child if paid within 21 days, rising to £120 within 28 days.

AUTHORISED absence:

- Illness (persistent absence due to illness will require confirmation of illness via a doctor's note)
- Emergency medical appointments
- Specific religious observance (notified in advance)
- School closure due to unforeseen circumstances



AUTHORISED absence in exceptional circumstances (at the discretion of the Headteacher):

- Specialist medical appointments
- Family or close friend bereavement
- Other compassionate grounds
- Family wedding taking part on a school day (not travelling to a wedding)
- Examinations off site
- Attendance at an event at the request of a public organisation

UNAUTHORISED absence under any circumstances:

- Routine dental and optical check-ups
- Family holiday no matter what length
- Family trips
- Leaving early to travel to an event

All requests for absence due to **exceptional circumstances** must be placed in **writing** prior to the event. The Headteacher will then review each request and decide if it meets the criteria. Parents will then be informed of the outcome in writing.

If your child has persistent absences due to illness or has an unexplained absence we will require confirmation via a doctor's note or the absence may be classed as unauthorised.

Absence, Expectations and Follow-up

Parents should notify the school, either by telephone or in person by 9.30am on the first day of absence, giving the reason and, if possible, the likely duration of the absence. Letters received from parents regarding absence will be kept with the class register. If no communication has been received by 9.30am regarding an absent child we will telephone contact numbers to ascertain the whereabouts of the child.

In adverse weather conditions the registers will be kept open in order to allow for any transport difficulties.

Pupil attendance figures are monitored weekly and parents will be made aware of any emerging attendance concerns school has of a child and will endeavour to work with families to resolve the problem. Where attendance falls below 80% or a child is persistently late and there are no signs of improvement in the situation then families will be referred to the Educational Welfare Service.

Children who arrive / leave school during sessions should inform the school office of their arrival / leaving and have their names recorded in the Attendance Diary.

Pupil attendance figures will be published with the annual academic reports.

We believe that the majority of our parents realise that 'every lesson counts' and encourage regular attendance at school. We have high expectations of our children. You have high expectations of us. These expectations cannot be met if your child is absent.

Policy agreed: October 2013

