



Policy Review

This policy will be reviewed by the Governing Body according to the policy cycle review.

The policy was last reviewed and agreed by the Governing Body on March 2018

It is due for review March 2019.

Headteacher

Date:- 27th March 2018

A handwritten signature in black ink, appearing to be "J. R.", written in a cursive style.

Chair of Governors

Date:- 27th March 2018

A handwritten signature in black ink, appearing to be "Hewins", written in a cursive style.



WESTFIELD COMMUNITY PRIMARY SCHOOL **ATTENDANCE POLICY**

Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. Westfield takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. Regular attendance allows for continuity of learning and for maximum attainment and progress.

Ensuring regular attendance at school also encourages an ethic and attitudes that will be important in adult working life.

Statutory Framework

The Education Act 1996 and The Education (Pupil Registration) (England) Regulations 2006 govern leave of absence and attendance issues. This policy has been drawn up from County attendance policy, the contents of which are also adopted.

Absence from school

Many absences, such as the following, are for good reasons and will be authorised.

- Sickness
- Unavoidable medical or dental appointments (ideally these should be made after school or during holidays)
- Days of religious observance
- Exceptional family circumstances e.g. bereavement
- Examinations

Other leisure reasons will not be authorised such as

- 'Long weekend' e.g. Friday to Monday
- Time for travelling to events such as football tours, where the event is not taking place on the school day.

Requests for Family Holidays During Term Time

Amendments to the 2006 Pupil Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

Where there is a discrepancy between the reasons given for absence by a child and their parents, this will be investigated by the Headteacher.

Unauthorised absences will be reported to Hertfordshire County Council which will result in a disciplinary letter or a visit from the School Improvement Officer.

Responsibilities

The Headteacher will:

- Ensure that registers are kept accurately and that appropriate absence returns are made to the [DGSFDFE](#).
- Clarify authorised and unauthorised absences with the class teachers.
- Monitor attendance formally on a termly basis, and for individual children causing concern.
- Consult the Attendance Improvement Officer if a pupil's attendance continues to give cause for concern.
- May send a warning letter if unauthorised absences reach 21 sessions. After 10 days a breach letter may be sent if attendance has not improved.

The Class Teacher will:

- Keep an accurate record of attendance and absence.
- Differentiate accurately between authorised and unauthorised absences.
- **Family Support Adviser**/[Office staff](#) – absences followed up daily by a phone call.

The School Office will:

- Ensure all attendance data is transferred accurately from the registers to the electronic records.

The Attendance Improvement Officer (AIO) will:

- Assist the school in identifying poor patterns of attendance.
- Advise the school on appropriate strategies with pupils and parents where school attendance is poor.
- Assist those families who are experiencing difficulties with school attendance.
- Analysing and disaggregating data when appropriate.
- May issue penalty notices within the terms of the Local Code of Conduct.

Parents will:

- Ensure children attend school regularly and punctually.
- Inform the school promptly if a child is to be absent, and provide a reason for absence upon return.
- Adhere to Home School Agreement.

Rewards

- Children with 100% attendance for the year receive certificates from Hertfordshire CSF and a trophy
- Children with 100% attendance, or an improving attendance or punctuality pattern, after the Headteacher's termly monitoring receive school based certificates.
- Children receive a certificate and an award for 100% attendance in a year. If attendance is between 98% - 100% for the year it is also rewarded.
- 98% - 100% in a term receive a school based certificate.
- In KS2 children receive house points for a week attendance
- Each class receives a certificate for attendance of 95% or above
- The best attending class choose Golden Time first

Punctuality

Everyone experiences unexpected difficulties on occasions which may result in lateness. Persistent lateness results in learning opportunities being lost. Arrival after 9:15, unless for medical appointments will be marked as unauthorised absence.