



WIGTON INFANT SCHOOL

ATTENDANCE POLICY

Rationale

The vast majority of pupils want to attend school to learn, to socialise with peer groups and prepare themselves for the next stage of education and to take their place eventually in society as responsible citizens. Our school endorses these values. We recognise that some pupils and their parents may need to be supported and rewarded in meeting their attendance obligations and responsibilities. Everyone in our school community needs to be aware of the importance of consistent attendance in the process of raising standards.

Purpose

To secure a culture of consistent and secure attendance by all pupils within the school and ensure that all within the school community understand the need for this.

Expectations

At Wigton Infant School we expect children:

- To attend regularly on each school day.
- To arrive on time and appropriately prepared.
- To be prepared to discuss any difficulty which is challenging their ability to attend regularly.

At Wigton Infant School we expect parents will:

- Ensure their child attends school.
- Notify school as soon as practical if their child is unable to attend for any reason.
- Ensure that their child arrives at school well prepared for the school day and to check that they have completed any homework.
- Contact the school in confidence whenever any problem occurs which may keep their child away from school.

- Seek permission for any leave of absence. (This will only be authorised in exceptional circumstances as per guidance). Parents cannot authorise their child's absence.
- Work with the school to address any difficulties which may arise.

We at Wigton Infant School will:

- Record attendance regularly, accurately and efficiently within 30 minutes of the start of all sessions.
- Make contact with the parents when a pupil fails to attend without good reason.
- Listen to concerns expressed by any child about difficulties he/she finds in coming to school.
- Refer specific issues to the relevant agency where appropriate.

Support for Attendance

We will provide the following support for attendance:

1. Accurate completion of registers.
2. Recording of attendance on school reports annually.
3. Identifying termly those pupils whose attendance is less than 90% and contacting parents to arrange for discussions on any problems.

Responding to non-attendance

When a pupil does not attend, the school will respond as follows:

- If there is no note or phone call by the first day the school will telephone to check on the situation.
- If there is no response a follow up call or visit will be made, including near relatives if thought appropriate.
- If there is no response after 5 days the school will contact the authority for advice and to request intervention provided it falls within the criteria.
- We will follow all guidelines and procedures set out in the Cumbria Enforcement Policy.

Responsibilities

The Headteacher will:

- Issue guidance on registration and will ensure compliance with this by the teaching and administrative staff.
- Ensure parents are made aware of its practical provisions on an annual basis.
- Check register recording regularly.
- Speak with parents about regular non attendance.
- Refer attendance issues to the inclusion officer that they think appropriate and liaise when necessary.
- Keep the Governors up to date with any current attendance issued.

Teaching staff will:

- Ensure registration takes place at the correct time and in the manner prescribed.
- Give details of absentees to the school secretary.
- Check that any child reporting late has been registered at the school office.
- Take any notes of explanation or request them if not produced.
- Alert the Head to any attendance concerns.

Administrative staff will:

- Check for any first day absentees and compare with the Telephones Absence Book and any notes.