



# **ATTENDANCE POLICY**

## **WOODSEATS PRIMARY SCHOOL**

<b>Date Agreed by Governors</b>	<b>September 2018</b>
<b>Date of Next Review</b>	<b>September 2019</b>



## **Woodseats Primary School**

### **Attendance Policy 2018-19**

Woodseats Primary school is committed to providing every opportunity to enable children to realise their potential and achieve the highest of standards. It is essential for children to attend regularly and punctually if they are to have access to the full range of opportunities offered and to reach their full potential.

A high level of attendance and punctuality supports the development of confidence and self esteem, promotes good behaviour and engenders a positive attitude towards school and learning. Poor attendance and punctuality have a detrimental effect on learning, achievement and social interaction.

National figures suggest that if attendance falls below 90% a child is not able to make the best of their education. This figure is used as the line between success and failure

**The Government has set a challenging target of 96% for Primary schools for a school year. The school continues to set the same target of 96%.**

In drawing up this policy, it is recognised that a close partnership between parents and other professionals is essential to ensure good attendance and punctuality. Identified procedures are in place at Woodseats to monitor and promote attendance and punctuality. These procedures will be applied consistently and fairly.

#### **Absence from School**

##### **Procedures for Reporting Absence**

- If a child is absent through illness, parents are asked to contact the school either in person at the office or by text or telephone at the beginning of the illness. The school will text all absentees each day.
- The absence must be reported to the office and NOT to the class teacher
- If the child is absent for longer than expected the parent will be contacted for an update
- During an extended absence, parents are asked to keep the school informed.
- Parents will be contacted daily either by text, phone, visit or letter until a reason is given or the child returns to school.
- At the end of each week a letter will be sent home asking for a reason for any unauthorised absences.
- A reason given by the child concerned or another child will not be accepted.

## **Authorised Absences/ leave of Absence**

The school has adopted Sheffield Acceptable Leave of Absence Policy and follow the procedures outlined in the policy

The following are considered acceptable reasons for authorised absence:

- Illness
- Medical and dental appointments\* ( parents are encouraged to make non-urgent appointments outside school hours or at the beginning or end of the day)
- Close family Bereavement
- Days of religious observance
- Occasional circumstances e.g. close family weddings (parents)

NB

\*Parents should give prior notice of medical/dental appointments. If the child is in school he/she must be collected from the school office, where a pass will be issued. The child must be collected by a parent or other authorised adult.

\*\*leave of absence will not be authorised unless in exceptional circumstance and only at the discretion of the Headteacher and Governing Body.

Teachers should refer any exceptional circumstances to the Headteacher.

## **Unauthorised Absences**

The following are not considered acceptable reasons for absence and will be recorded as unauthorised absence:

- Family Holidays
- Minding the house
- Looking after brothers and sisters
- Shopping
- Hair dressing appointments
- Treatment of lice
- Birthday celebrations
- Attending parental appointments
- Sleeping in (in such cases the child should attend school, however late)

This is not an exhaustive list.

## **Persistent Absentees**

The school monitors persistent absentees. Sheffield has set 90% as the level below which a child is deemed a persistent absentee. Children whose attendance consistently falls below 90% may be referred to the Multi Agency Support Team or face prosecution.

## **Flexi Schooling**

A parent may apply by letter for an agreement to home school and school educate, known as Flexi Schooling. Each application is looked at individually and responded to by letter. Flexi schooling does affect the schools attendance, as this is not seen as Home educating.

## **Monitoring Arrangements**

The school will monitor attendance on a daily basis. In the case of unexplained absences, parents will be contacted via a text message on the first and every morning of absence. Where appropriate parents will be contacted by phone to give an explanation for the absence. On the second day, and all further days a text, phone call or visit will be made to seek a reason for absence. Any concerns will be referred to the Inclusion Manager for further action.

A child whose attendance falls below 90% is vulnerable to educational underachievement. The school will therefore work with parents where possible to bring attendance to an acceptable level.

The Inclusion Manager will meet with the Attendance and Inclusion officer from MAST to monitor attendance across school. School attendance panels (SAPs) will take place every half term to support parents with children whose attendance is regularly below 94%

## **Punctuality**

Government legislation stipulates that a child who is late for school (i.e. not present by 8:55am when the entry doors are shut) must be marked as late in the register. Any child arriving after 8.55am must report to the office, providing a reason for their late arrival. They will be marked as being late (L). After 9.30am, any child arriving late will be marked as 'late after registers close' (U), unless proof of a medical appointment is presented to the school office.

Afternoon registration is at 1.00pm for Early Years and 1.15pm for Y2 –Y6

Electronic Registers are used by all classes, with fire registers being kept for each class by the school office.

The beginning of the school day is very important in all classrooms. It is the time when the teacher introduces the lesson and directs the children to their activities. It is important for children therefore that they are present from the beginning of the day.

The school will respond to lateness in the following ways:

Persistent lateness is discussed with parents at parent / teacher consultation meetings, prior to a referral being made to external agencies where appropriate to assist and support pupils and their families in arriving at school on time.

It is however preferential for a child to arrive late than to miss an entire half day or day.

## **The Role of the Inclusion Manager**

The Inclusion Manager will monitor attendance and punctuality in school and will follow the system set out in appendix 1. Where attendance or punctuality of a particular child is a cause for concern, the Inclusion Manager will work closely with family to look at reasons for the poor attendance/punctuality and to support the family to improve attendance.

In the case where the support is not achieving improved attendance/punctuality the Inclusion Manager may involve a representative from MAST

The Inclusion Manager will review attendance records every half term and contact families when attendance has fallen below 96%. Reports on attendance will be given to the Headteacher.

The Inclusion Manager will request a Fixed Penalty Fine for continued poor attendance and for unauthorised leave of absence where the overall attendance of the pupil is below 94%

## **The Role of the Governing Body**

The Headteacher will submit attendance statistics to the Governing Body, The LA and the DCFS and report on the progress of the school towards the meeting its attendance targets. The Governing Body will agree all future attendance targets.

Parents are informed of the school's policy and procedures regarding attendance and punctuality in the School Prospectus and on the school website.

## **The Role of the Class Teacher**

It is the responsibility of the class teacher to complete the attendance register at the beginning of the morning and afternoon sessions. Absences with coded categories and reasons for absences are entered in the class register by the office staff.

## **The Role of the Parent**

Parents play a crucial role in helping their children to learn. It is the parent's/ carer's responsibility to ensure their children attend regularly and on time. Children achieve more when the school and parents work together.

Parents will receive information on attendance and punctuality through half termly attendance letters and in the Annual Report, with appropriate commentary from the class teacher.

## **The Multi Agency Support Service**

The Service will support the school with attendance. Where necessary a representative from the MAST team may become involved with families to support attendance at the request of the school.

## **Promoting Attendance and punctuality in school**

An attendance cup and certificate are presented weekly to the class achieving the highest percentage attendance. Attendance for the previous week is displayed on classroom doors and these figures are shown for the whole school on the attendance display. 96% or above attendance is rewarded annually with a prize and certificates in a whole school assembly. 96% or above attendance certificates are awarded termly.

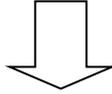
The importance of good attendance and punctuality have a high profile throughout the school year.

## **Monitoring and Evaluation**

This policy reflects the schools current aims, practices and procedures. The policy is reviewed annually. Existing procedures and practices is evaluated at least annually.

Revised September 2018

**Attendance flow chart**



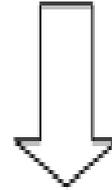
**Child falls below 95% after half a term**



**Attendance letter sent out highlighting attendance % for the half term**



**Childs attendance improves to 95% or above**



**Second half term attendance below 95%**

**Attendance letter 2 sent out**



**Third half term attendance still below 95%**

**Attendance letter 3 may be sent out**



**Attendance below 95% for more than 4 Consecutive half terms**



**Family invited to attendance meeting**



**Referral to Mast may be made**