

ATTENDANCE POLICY

THE SCHOOL DAY

SESSION	EYFS	YEAR 1& 2	YEAR 3 & 5	YEAR 4 & 6
AM	9am – 12.10	9am – 12.25	9am – 12.25	9am – 12.10
Break	10.50 – 11.10		10.55- 11.10	
PM	1.10 – 3:40	1.25 – 3:40	1.25 – 3:40	1.10 – 3:40
Break	2.30 – 2.50		2.25 – 2.40	

We accept responsibility for children from 9am. In wet weather conditions children may wait under the infant or junior shelters.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

As a school we take all our safeguarding responsibilities extremely seriously. We recognise that young people can be vulnerable in a number of ways and that the dangers in the online world are as much a threat as those in the real world. We have ensured that our staff understand what makes some children and adults more vulnerable to certain risk factors; how to recognise the signs of somebody as risk; and what to do if they have a cause for concern. We include in our consideration of risk radicalisation and extremism; female genital mutilation; forced marriage and honour based violence; and child exploitation. We will ensure that any changes in behaviour or patterns of attendance are identified quickly and that appropriate action is taken swiftly and that it is proportionate to the level of concern. We will work with the whole school community to ensure all our stakeholders understand our wider safeguarding responsibilities and work in partnership with us to keep our pupils safe.

Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Headship Team where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance issues at consultation evenings where necessary

Headteacher

The Headteacher is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO service
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher
- Sending out standard letters regarding attendance

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

ABSENCE

If your child is off school for medical reasons then please let us know as early as possible by calling in, telephoning, email or sending a letter. This will allow us to mark your child as being legitimately off school. Regular illness where no medical evidence is forthcoming will not be authorised.

If you wish to take your child on holiday in term time you will need to collect a 'Holiday Form' from the school office. Permission for trips will need to be sought from the Head Teacher. Holidays during term time are not usually authorised.

AGREED AUTHORISED HOLIDAY'S EXCEPTIONAL CIRCUMSTANCES

- Previous booking cancelled due to bereavement.
- *Close family Bereavement*
- Close family Wedding/Celebration/Passing out Parade/Graduation (1 day max)
- Arranged Holidays through an organised charity – Wish upon a star.
- Parents or siblings who have a disability

NOT AUTHORISED

- Farming deadlines
- Cheap Holidays
- Parents work commitments
- Parents set holidays
- Visiting relations abroad
- Any other celebration that isn't a close family relation
- Educational visit
- Parents who are separated

If you do not provide school with an acceptable reason for absence then it will be recorded in the register as an '*Unauthorised Absence*'. This can prove to be very serious and could be checked by our Education Welfare Officer whose job it is to check registers and search for genuine reasons for absences by meeting with the parents of children whose attendance is causing concern. The LA also monitor for persistent absenteeism which is defined as 3 days (or 6 sessions) missed over a week period. The LA may pursue cases of poor attendance through the courts.

Lateness

Once the doors are closed at 9am the only way to get into school is via the school office. Any pupil who comes into school this way from 9am will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9.20 will be marked as having an unauthorised absence for the morning. (Attendance code U).

Sometimes it is necessary to arrive late or leave early, for instance because of a hospital appointment. In such cases please let your child's class teacher know. It is assumed all routine dentist and optician appointments will be made out of school hours. Children who have attended a doctor's appointment and subsequently come to school later than 9am will have the absence recorded as a medical absence (Attendance code M).

If unforeseen circumstances affect your child's punctuality (we acknowledge that some children come a long way to Woodborough and traffic may occasionally cause delay) Please call the office to advise.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

A penalty notice may be issued where a pupil is persistently late for 10 separate instances over a period of six school weeks and where these are signified as a “U” in the attendance register.

A penalty notice is a suitable intervention in circumstances where the parent is judged capable of securing their child’s regular attendance at school or whereabouts during school hours but is not willing to take responsibility for doing so. For example this may include situations where the parent fails to engage with any voluntary or supportive measures proposed to address the non-attendance, act following a warning or notification of a child’s absence from school or make adequate arrangements for the whereabouts of their child.