



Attendance Policy

Approved By:	
Date of Approval:	September 2018
Date of Review:	September 2019



**Woods Bank
Academy**

A Place to Belong, Learn and Grow

Rough Hay Road, Darlaston, West Midlands, WS10 8NQ
0121 568 6421

Principal
Miss G Down

Executive Principal
IMr P Edgerton

www.woodsbank.org



1 Introduction

1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. We strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

1.2 Under the Education (Pupil Registration) Regulations 1995 the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

1.3 The Aims of this Policy

- Improve Overall Attendance
- To make attendance and punctuality a priority for pupils, parents, staff and Governors
- To define agreed roles and responsibilities in carrying out specific tasks
- To provide support, advice and guidance to families
- To develop a systematic approach for reporting the school's absence information
- To develop a system of Reward and Sanction
- To promote multi-agency partnerships to address the needs of children with complexities related To irregular attendance.
- To bring in line policies and procedures to reflect the diverse needs of the wider community

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Medical evidence may be requested if there are repeated absence due to illness.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.



2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the Attendance Officer, who will endeavour to contact a parent or guardian.

3.2 It is the parent's' responsibility to contact the school on the first day of absence, a reason for absence and how long the child is expected to be absent from school. If no reason for absence is provided a home visit may be completed. The school has a responsibility to know where ALL of their pupils are. If no contact is made, and we have been unsuccessful in making contact with you, then this may result in Children Services or the Police being notified.

3.3 A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment. Medical evidence should be provided for all medical appointments.

3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the Attendance Officer. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Holidays in term time

Parents wishing to take a holiday in Term Time must complete the request form prior to booking the holiday. Please note that following revised statutory guidance relating to this including instruction to schools that only requests that meet a definition of "exceptional circumstances" may be authorised, the school is unlikely to be able to authorise holidays especially where overall attendance is already low or will become unacceptably low after the holiday is taken. All requests will be considered on merit and an explanation and evidence of why the holiday meets "exceptional circumstances" definitions. That the holiday is cheaper at the time requested is not accepted as an "exceptional circumstance".

4.2 Parents that take their children on holiday during term time without approval will receive a fixed penalty notice .



5 Long-term absence

5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the

LEA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

6.2 The governors, supported by the LEA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Persistent Absence (PA)

7.1 Any absence whether unauthorised or not will impact on Persistent Absence. The school will identify pupils who are 'at risk' of becoming PA each term and will report to the Head Teacher at the end of each term the names of our children who are at risk. The school will then track these children through the year to ensure the risk of them becoming PA at the end of half term 5 is reduced.

7.2 The school will report all cases of PA pupils to the Head Teacher and Governors. PA pupils or those at risk of becoming PA will be referred to the Attendance Officer (Local Authority) each term.

8 Rewards for good attendance

8.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. Children will also receive a

reward for 100 per cent attendance each half term. An additional reward and certificate will be received for all pupils with 100 per cent for the whole year, this will be presented at the end of the summer term. A certificate is presented for best class attendance on a weekly basis.



9 Attendance targets

9.1 The school sets attendance targets each year of 96%. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the LEA link inspector as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

10 Punctuality

10.1 It is the responsibility of the parent to ensure all children arrive to school on time each day. Children are expected to arrive to school between 8.45am and 8.55am. Lessons start at 8.55am each day. Children who arrive after this time will be expected to arrive through the main entrance and will receive a late mark. Children who receive 2 late marks in a week will receive letter/ text home. Children who arrive after 9.25am will receive a U code on the register, this is classed as an unauthorised absence and WILL

affect a child's attendance. Persistent lateness will result in a meeting with the Attendance Officer / Principal. (See 15.3 that demonstrates the impact of regular lateness to school).

11 Monitoring and review

11.1 It is the responsibility of the Local Governing Body to monitor overall attendance, and they will request an annual report from the Principal. The governing body also has the responsibility for this

policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

11.2 The school will keep accurate attendance records on file for a minimum period of three years.

11.3 The rates of attendance will be reported in the school prospectus, and in the annual governors' report.

11.4 The Attendance Officer will be responsible for monitoring attendance and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the parent immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Principal, who will contact the parents or guardian.



11.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

12 Roles and Responsibilities

12.1 The Principal will ensure that:

- Pupils are registered accurately and efficiently.
- Attendance targets are set for individuals pupils, classes and year groups.
- Parents or guardians are contacted when reasons for absence are unknown or unauthorised.
- Pupils' attendance and lateness statistics are reported
 - Academy attendance statistics are reported.
- The Attendance Officer is provided with registers of attendance and supported in following up long term absence or persistent absence
 - Pupils absent for long periods because of ill health receive appropriate learning support.

12.2 Attendance Officer

The Attendance Clerk will ensure registers are updated with the appropriate attendance and absence codes. She will also provide absence reports from the Education Management System at the request of the Head Teacher. The Attendance Officer will liaise with Class Teachers and the Head Teacher or Attendance Lead to report any emerging patterns of absence or when a child is absent without a good reason.

12.3 Attendance Officer at Education Welfare Services

The named Attendance Officer for the school works within a commissioned time framework and will support the school to manage their attendance. The Officer will normally visit once each week for a referral meeting with School Attendance Clerk or Attendance Lead. The Officers will carry out unannounced home visits to families who have recent absence. The Attendance Officers and the school will identify children who are Persistently Absent (PA) or at risk of becoming PA each term and will actively target those children for early intervention.

13 Communication

We will communicate any changes or updated information to families and the community in the following ways. We welcome feedback from our families and Governors.

- News letter
- Website

- Annual reports
- Meetings
- Letters
- Telephone (to address individual matters when needed).



14 Our School Attendance Management Process

14.1 Daily

- All class registers will be marked accurately
- Reasons for absence will be screened to establish whether absence is authorised or not
- All daily absence will be scrutinised for reason and notification
- Parents will be contacted when the reason for absence is not satisfactory or unknown
- Parents will be advised if the absence is to be recorded as unauthorised
- Pupils arriving late will be recorded as such in the register

14.2 Weekly

Reception to Year 6

- All absences will be scrutinised for identification of repeat periods of absence or emerging patterns of absence
- Pupils having less than 93% Attendance will receive a Warning Letter issued by the Head Teacher.
- Parents will be invited to attend a meeting in school where no improvement has occurred within 2 weeks of receiving a letter from the Head Teacher.
- Referrals are made to the Education Welfare Service where attendance is below 92%.
- Education Welfare Service will commence formal action on behalf of the Local Authority where attendance is below 90%, the pupil is of compulsory school age, the majority of absence is unauthorised and parents have not responded to action taken to improve the attendance.
- Requests for holiday absence referred to Head Teacher and Governors and parents informed of outcome by letter. Requests will only be considered for exceptional circumstances .

Nursery

- All absences will be scrutinised for identification of repeat periods of absence or emerging patterns of absence
- Pupils having less than 90% Attendance will receive a Warning Letter issued by the Head Teacher.

- Parents will be invited to attend a meeting in school where no improvement has occurred within 2 weeks of receiving a letter from the Head Teacher.
- Nursery pupils whose absence meets the criteria as directed by the Department for Education may be removed from the school roll.



14.3 Half Term

- Letters sent to children on trajectory to becoming Persistent Absentees.
- Identification of children who need multi-agency involvement to support concerns or complexities which include absence or punctuality concerns.
- Implementation of multi-agency involvement to support concerns or complexities of individual cases
.where there are absence or punctuality concerns

14.4 End of Term - Autumn & Spring

- Report to head teacher and Lead Governor showing
 - No. of pupils at risk of becoming PA
 - Overall absence compared to same period in the previous Academic Year
 - Unauthorised absence compared to the same period in the previous Academic Year
 - No. of referrals to EWS
 - With Attendance Officer, scrutinise pupils' attendance to identify those to progress to EWO
 - Ensure pupils with chronic medical conditions are properly supported
 - Refresh Attendance Action Plans with the Attendance Officers to identify pupils 'at risk' of becoming PA.

14.5 End of Year – July

- End of year report to Head Teacher and Governors
 - 3 year trend for OA and PA
 - Progress to targets
 - EWS involvement
 - Précis of intervention from other agencies
 - Impact of intervention
 - Holiday absence level and comparisons
 - Rewards and sanctions detailed

15 Guidelines



15.1

Is my child well enough to be at School? The following are taken directly from the HEALTH PROTECTION AGENCY:

- **Sickness and diarrhoea:** 48 hours absence from last bout. Contact School.
- **Head Lice:** Treated at home and return to school immediately (NOT A REASON FOR ABSENCE).
- **Minor isolated coughs/ colds/ sore throats.** (NOT A REASON FOR ABSENCE).
- **General unwell/ tired** (NOT A REASON FOR ABSENCE).
- **Rash:** Consult School and seek advice possibly attend doctors

● . **Common Illnesses:**

- Chicken Pox: Five days absence from START of the rash.
- Hand, foot and mouth: NO ABSENCE NEEDED.
- Impetigo: Attend school after lesions have scabbed over or 2 days after starting antibiotics.
- Ringworm/ Threadworm: Treat and the NO ABSENCE required.
- Slapped Cheek: NO ABSENCE but inform school to protect pregnant/ vulnerable members of staff.
- Conjunctivitis: Treat and NO ABSENCE needed.
- Tonsillitis: NO ABSENCE needed

15.2 Absence from School Children are required to attend school for 190 days per year.

The table below demonstrates the importance of coming to school every day.

Attendance during one school year	Equal days absent	Which is approximately weeks absent	Which means this number of lessons will be missed.
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons



85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

15.3 Lateness to school Children are required to arrive to school on time each day. The table below demonstrates the impact of regular lateness.

5 minutes late	10 minutes late	15 minutes late	20 minutes late	30 minutes late
3 days lost per school year	6.5 days lost per school year	10 days lost per school year	13 days lost per school year	19 days lost per school year

15.4 Guidance on attendance codes

Code	Meaning	Present	Authorised absent	Unauthorised absent	Discounted
/	In school for a.m. register	*			
\	In school for p.m. register	*			
B	Attending off-site	*			
C	Discretionary leave / circumstances		*		
D	Dual registered at other school				*
E	Excluded		*		



G	Holiday not agreed			*	
H	Holiday agreed		*		
I	Illness		*		
J	Interview etc. at another school	*			
L	Late before registration closed	*			
M	Whole session missed for medical appointment		*		
N	No reason provided (temporary mark)			*	
O	Unexplained absence, Unauthorised absence			*	
P	Approved sporting activity	*			
R	Religious festival		*		
S	Study leave		*		
T	Traveller absence		*		
U	Late after registration closed			*	
V	Educational visit	*			
W	Attending work experience	*			



X	Not part of programme (no attendance required)				*
Y	Exceptional travel disruption / weather				*

Date: September 2018

Ratified by the Local Governing Body on:

Review date: September 2019

Signed: (CoG)

Date: