

## Woodmancote School

### **Attendance Policy and Procedures**

Designated Member of Staff: A Greening

#### **Rationale**

At Woodmancote School we believe that good attendance and punctuality are essential for a child to reach their educational potential and enjoy a feeling of belonging to their class and school community.

In promoting the belief that attendance and punctuality are important values we are preparing children for life and for a successful future. Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. The children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

Repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at the start of the day.

As a school we follow the **Department for Education** guidelines and expect children to maintain an attendance figure above **95%** throughout the academic year.

#### **Celebrating Good Attendance**

Each term we celebrate attendance as a whole school. Children who have achieved 100% attendance for the current term will receive a certificate.

In July we also award children who have attended 100% of the school year, from September to the week before the end of the academic year, with a certificate and a special award.

### **Pupils**

- To attend school regularly and punctually.
- To arrive at school by 8.40am
- To attend registration promptly for both morning and afternoon registration.

### **Parents**

- To ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement.**
- To notify the school of absence by 9.30am.
- To provide written explanation of absences on the first day a pupil returns to school.
- To take family holidays in the school holiday period.
- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. **If contact details change then we must be informed of new details immediately.**

### **Teachers**

- To keep an accurate attendance register.
- To praise pupils for punctuality and good attendance.
- To monitor pupil absence and inform Mrs Greening when absence is impacting on achievement.

### **Senior Management**

- To have a named member of SLT responsible for attendance (Mrs A Greening).
- To inform parents of school policy and procedures.
- To monitor attendance every six weeks as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- To intervene early when individual pupil absence gives cause for concern.
- Develop a multi agency response to attendance.
- Utilise the support of available specialists in relation to the attendance
- Report termly to the Governing Body.

### **Office Staff**

- To monitor late entrants into school and adjust system accordingly.
- To forward phone messages to class teachers regarding absences.
- To monitor register codings and alert staff of inconsistencies.
- To produce individual or class summary sheets.
- To produce attendance figures for end of year reports.

## **Punctuality**

We expect children to arrive at school between 8.40 and 8.45am.

Registers open at 8.45am. They close 30 minutes afterwards at 9.15am.

When children arrive after 8.45am in the morning they will need to be signed in at the main school office by a parent or an adult and a reason for the lateness must be given.

Children who arrive after 8.45am and before 9.15am will be given a late mark.

If a child arrives after the register has closed at 9.15am an **unauthorised** late is recorded.

### **If a child is regularly late:**

1. The school will contact parents to inform them of the number of days the child has been late and to reinforce the school policy and expectations.

2. If lateness persists the Headteacher will invite parents to a meeting to discuss ways in which the school can support the family in getting the child to school on time.

3. The Headteacher may withdraw the privilege of the late mark for children who arrive persistently late after 8.45a.m and before 9.15a.m. An unauthorised late would be recorded.

4. When a child has accumulated **10 unauthorised lates in a ten week period** the Headteacher will refer the family to the Education Entitlement and Inclusion Team. They will take the late issue on as a case and investigate why a child has been late on the dates given. This investigation could result in parents receiving a warning notice.

Alternatively a fixed penalty fine could be issued per child to each adult who has parental responsibility.

## **Attendance and Illness**

If a child is ill the parent's first action is to call the school before 9.30am and notify the School Office of the absence and the reason for the absence. **01242 674312**

This needs to be done every day of absence (unless the child is admitted to hospital, or has a long term illness-related absence for a period of time - in this instance parents do not need to ring every day).

If a child is not in school and we have not had a phone call by 9.30am one of our Office Staff will call parents to find out why a child is not in school.

It is expected that routine medical and dental appointments should be made out of school hours. The school will not authorise routine appointments.

### **Leave of Absence**

**From 1st September 2013 the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.**

It is expected that families take holiday in the school holiday periods.

Any request for leave of absence must be made 4 weeks in advance. Parents should submit a leave of absence request form to the Headteacher. Forms are available from the School Office.

### **Other Authorised Absence**

The Headteacher may grant compassionate leave as authorised absence.

### **If a child's attendance falls below 95%**

1. The member of staff in charge of attendance will write to parents to inform them that their child's attendance has fallen below 95%. Parents will be reminded of their legal duty and of the school's policy and expectations.
2. If attendance does not improve the Headteacher will invite parents to a meeting to discuss ways in which the school can support the family in getting the child to school every day.
3. If persistent absence from school continues, the Headteacher has the right to unauthorise any absence without the support of medical evidence.
4. The Headteacher will refer the family to the Education Entitlement and Inclusion Team when a child continues to be absent (unauthorised) for:

- 10 sessions in a 10 week period when unauthorised holiday has been taken
- 28 unauthorised sessions in an academic year
- 20 continuous unauthorised sessions of absence

The Education Entitlement and Inclusion Team will take the absence issue on as a case and investigate why a child has been absent on the dates given. This investigation could result in parents receiving a warning notice. Alternatively, a fixed penalty fine could be issued per child to each adult who has parental responsibility.

Updated: February 2015

Signed..... (Chair of Governors)