



## Windermere Primary School

### Attendance Policy

#### Introduction

At Windermere Primary School, we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Windermere Primary School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

Windermere Primary School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them.

Windermere Primary School aims to reduce Persistent Absence in order that all pupils are assisted in reaching their potential.

Windermere Primary School believes that good school attendance assists children and young people to achieve the following 5 outcomes:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

*Section 7 of Education Act 1996 states*

*Duty of parents to secure education of children of compulsory school age.*

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have, either by regular attendance at school or otherwise*

## **Target Setting/Monitoring**

'Local authorities and schools should note they are no longer required to set targets for persistent absence and overall attendance respectively and the regulations will be amended accordingly. The Department however remains firmly of the view that unnecessary absence is unacceptable and must be prevented and tackled by schools.

The Department therefore expects all schools to continue focusing on reducing overall absence, particularly unauthorised absence and persistent absence. Absence will continue to be monitored closely via the pupil level school census and the Secretary of State's power to require an individual school to set absence targets where a school's absence record is of particular concern is being retained.'

The Department for Education, November 2010

## **Expectations**

The school will:

- provide a safe learning environment
- ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- will encourage good attendance and will investigate all unexplained and unjustified absence
- follow up all instances of poor attendance and punctuality
- keep parents informed of their child's attendance/punctuality record
- work closely with parents should attendance or punctuality give cause for concern

Parents are legally responsible for ensuring their child's regular and punctual attendance.

They will:

- ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- inform school on the first day of absence, of the reason for their child's absence from school
- avoid arranging family holidays during term time
- maintain regular communication with school staff where necessary
- ensure that school are informed of any changes of contact details

All pupils are expected to attend school and all of their lessons regularly and punctually.

## **Doors open**

- Breakfast Club opens at 8am
- School doors open at 8.45am and close at 8.55am.

## **Registration**

- Registers are called at 8.55am and at 1.00pm for KS1 or 1.15pm for KS2. Registers close at 9.30am and at 1.30pm. Registers are completed electronically using SIMS.

- Any pupil arriving after closure of the register will be marked absent (unauthorised absence) for the whole of the session.
- Registers will be marked in accordance with DfE guidance. See Absence and Attendance Codes January 2009, **Appendix A**

### **Lateness**

Any pupil arriving after 8.55am should report to the office to sign into the late book. Entries in the late book will be transferred to the computerised registration system by the office staff. The headteacher has the authority to authorise arrivals after the close of registration in the event of severe weather or traffic delays.

### **Following up Lateness**

Parents whose children are regularly late for school, will be contacted by the headteacher who will work with the parent(s) to bring about an improvement in punctuality.

### **Absences**

Parents must provide an explanation for all absences from school. The headteacher will decide whether to accept the reason given and to authorise the absence.

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as bereavement

The school will not authorise absence for the following reasons:

- Shopping
- Looking after siblings or parents who are unwell
- Birthdays
- Holidays in term time
- Funeral of a distant relative involving more than one day of absence
- Pet going to the vet / death

### **Following up Absences**

All absences from school are followed up.

- If no reason has been provided for a pupil's absence by 9.30am on the first day of absence, a parent of the pupil will be contacted.
- If no reason has been provided for a pupil's absence after 3 consecutive days, a letter will be sent to the parent of the pupil.
- If a pupil returns to school after an absence without a written explanation from his/her parent and this has still not been received within 14 days, a letter requesting this will be sent to his/her parents.
- Parents whose children have more than 10% absence from school will be contacted by the headteacher who will work with the parent(s) to bring about an improvement in attendance.

- Parents of pupils whose attendance is less than 85% will have regular reviews of attendance with the Headteacher and the Attendance Improvement Officer until the pupil has reached their target attendance.

### **Leaving and returning to School during School Day**

Parents must notify the school if their child needs to leave the school site during the school day. They may be required to show an appointment card or letter to explain the absence. Parents must sign their child into or out of school.

### **First Day Response**

First Day Response phone calls will be made after 9.30am by the admin assistant. The parents of all pupils for whom a reason for absence has not been received will be telephoned. The Headteacher is responsible for deciding whether to authorise absences notified in this way. The electronic register will be updated accordingly by the admin assistant. If the reason given is not considered reasonable, the parents may be telephoned by the Headteacher, Deputy or SENCo to establish more details or to advise them that the absence will be unauthorised.

### **Term Time Holidays**

The school will not authorise family holidays during term time. Requests for absence due to exceptional circumstances should be submitted two weeks in advance.

### **Rewards**

The school seeks to reward good attendance weekly by awarded a trophy to the class with the best attendance.

Individual good attendance is praised throughout the year, by letters sent home to parents and by the awarding of certificates at the end of the year for attendance greater than 98%.

### **Integrated Working**

The school works with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance. We are fully committed to integrated working by:

- Using the Common Assessment Framework (CAF)
- Sharing information
- Working with other agencies and being part of 'teams around the family'

### **Working with the Attendance Improvement Officer (AIO)**

The school works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school. The school provides the AIO with information to enable them to safely carry out an effective consultation visit or home visit. The Headteacher meets the AIO regularly. The school works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO the headteacher will make a referral to Children, Schools and Families for the AIO to work with the family on a formal basis

**See Appendix B for further details of working with the AIO**

### **Publication of Information**

The school shares information on individual pupils' attendance as necessary with parents, pupils and staff. Registration certificates accompany the pupil's end of year report. Parents and pupils are reminded of the importance of good attendance and the impact of high absence rates in weekly assemblies, the school newsletter and on the school website. New Reception parents are advised of the school's ethos on attendance and punctuality at the New Parents' Meeting in July.

Davina Raftery, November 2013

**APPENDIX A****NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS****January 2009**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. present at another school or PRU)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Day set aside exclusively for religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late and arrived after the registers closed	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience (not work based training)	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
<b>Y</b>	Partial and forced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to all pupils	Not counted in possible attendances

Further information on the correct use of these symbols can be found at :

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendancedata/a0010008/pupil-registration-regulations-and-guidance>

from which a Word document entitled **Absence Data – Absence and Attendance codes, January 2009** can be downloaded.

## **APPENDIX B**

### **WORKING WITH THE ATTENDANCE IMPROVEMENT OFFICER**

You can expect your Attendance Improvement Officer to work with you in the following way:

a) Consultation Visits (if applicable): These will be arranged with you at a mutually convenient time. During the consultation visit the Attendance Improvement Officer (AIO) will meet with the relevant member(s) of staff. Together, they will identify pupils who are experiencing attendance difficulties, agree on action to be taken and exchange information on work undertaken.

b) Casework: the AIO and a member of staff from school will agree which referrals will be made.

c) Other work: The AIO will offer advice, guidance and strategies to support schools to improve attendance. These may include:

- analysing attendance data to identify and highlight issues, trends and concerns
- working in partnership with heads and pastoral staff to plan, implement and evaluate systems, procedures and policies to address issues identified
- disseminating good practice

You can expect the AIO to:

- inform the school as soon as possible of any dates arranged for visits that cannot be kept.
- provide a basic cover service if the allocated AIO is absent through illness for more than one consultation visit.

To ensure that schools are able to make the most of Attendance Improvement Officer consultation visits and support, and that the Attendance Improvement Officer is able to provide schools with the best service, your co-operation is needed in the following areas.

- designate members of staff to attend consultation visits
- ensuring that your SIMS registers are up to date for consultation visits, and where requested individual registration certificates are printed off immediately prior to the consultation visit
- ensuring that allocated staff members are given adequate time to meet with the AIO.
- giving as much notice as possible if the consultation visit has to be re-arranged as school staff are not available
- ensuring that there is a quiet, private place where the consultation visit can take place without interruption
- ensure work is undertaken by the school prior to referral and that copies of letters and records of meetings accompany the referral forms
- ensuring that any actions agreed in the consultation visit are followed up as soon as practically possible
- ensuring that EWN1 forms are completed accurately and promptly (see guidance overleaf).

Attendance Improvement Officers are keen to support schools whenever the need arises so please contact them between visits if you need their help or advice on an attendance issue.

## **APPENDIX C**

### **INDEX TO LEGISLATION**

These are key pieces of legislation, governing pupil registration at schools.  
The paragraphs which are particularly relevant to attendance are as follows:

#### **Statutory Instruments 2006, No 1751**

##### **The Education (Pupil Registration) (England) Regulations 2006**

Contents of attendance register – (6) paragraph a. (iii), (iv).  
Dual registration of children with no fixed abode – (7) paragraph 3.(b).  
Deletion from admissions register (8)  
Inspection of registers (10).  
Returns (12) Paragraph 1. (a) (b).  
Method of making entries (13).  
Preservation of registers (14).  
Use of computers (15).

##### **Statutory Instrument 2010, No 172**

##### **The Education (Pupil Registration) (England) (Amendment) Regulations 2010**

Adds to Regulation 6, Paragraph 5 of 2006 Regulations:  
(c) a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.”