

# WHITEFIELD PRIMARY SCHOOL

## Attendance Policy



Reviewed: May 2015

Review date: May 2017

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## ATTENDANCE POLICY

Attend every day and achieve in every way!

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

### **Aims**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.

### **Procedure**

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

The Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- ensure that the attendance policy is carried out;
- set attendance targets for the year (ASPR)
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets;
- be responsible for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Headteacher/Senior Leadership Team**

The Head teacher/SLT will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- undertake the daily monitoring of school attendance via the First Response procedure
- monitor trends by using data effectively to help strategic planning;

- target intervention and support to those children that have been highlighted as poor attenders;
  - attend regular meetings with the Education Welfare Officer;
  - have in place a system for parents to report a child's absence;
  - report to the Governing Body the attendance figures and progress to achieving the set targets;
  - remind parents of their commitment to this policy;
  - promote the importance of attendance at all times;
  - publicise good attendance during assemblies, newsletters and the termly report to the Governing Body;
  - award good attendance rewards to pupils when they have achieved 100% attendance;
  - introduce rewards and incentives to encourage punctuality;
  - organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- monitor the effectiveness of this policy and report to Governors.

### **First day response calls**

A designated member of staff will operate a first day response procedure which involves;

- contacting parents if they have not reported their child's absence by 10.30 a.m.
- sending a letter or conducting a home visit (decision made by Head teacher) if no contact is made;
- continuing to contact the parents throughout the day until contact is made;
- reporting back any concerns to the Headteacher immediately;
- recording reasons for absences;
- Requesting a return day from parents;

### **Role of School Personnel**

School personnel will:

- comply with and implement this policy
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance at parent-teacher consultations

### **Role of Parents**

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- Ensuring their child attends school for 95% of the time or more and is only absent for the reason of genuine illness;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Pupils**

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant

### **Dealing with Trends in Attendance**

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Headteacher and Education Welfare Officer to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action as appropriate.

### **Dealing with Truancy**

If a pupil is thought to be playing truant then the school will inform:

- the parent/carer;
- the police

All pupils who truant will be:

- managed through the school's discipline procedures and behaviour policy;
- provided with appropriate support;
- referred to the Education Welfare Officer
- monitored carefully;

The Police must be informed immediately if a pupil leaves school without prior permission.

## **Absence**

**Illness** - Parents are asked to provide details of any illness and are encouraged to send pupils in when they are able as staff are able to administer medicine in school if the illness is mild i.e. a head cold or sore throat. Where there is an infection condition, the school first aid officer can advise parents of the appropriate time to be taken for the absence before returning the child to school. For illnesses that persist for longer than the expected time, parents may be asked to provide a doctors note.

**Holidays during term time** – Request for leave should be presented to the Headteacher and will only be granted in exceptional circumstances. If parents choose to take their child on holiday without permission, they will be subject to a fine.

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child's education. If an appointment has to take place in school time then the parent is asked to collect the child at the time required and return them to school for any remaining lesson time.