



Western Road Community Primary School

Attendance Policy

*This policy was **adopted in January 2020.***

*This policy is **due for review in January 2021.***

Introduction

This policy reflects the vision and aims of Western Road Community Primary School by:

- Encouraging staff, parents and children to maximise the learning experience so that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

Rationale

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

- **Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable causes.**
- **Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:**
 - **Parents keeping children off school unnecessarily**
 - **Truancy before or during the school day**
 - **Absences which have never been properly explained**
 - **Children who arrive at school too late to get a mark**

Parents are expected to contact the school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer (EWO) from the Local Education Authority. The EWO will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Reporting an absence

Parents are requested to report the reason for a child's absence by telephoning or emailing the school office **before 8.45am** and by sending a note to the teacher on the first day of the child's return.

If a child has not arrived at school by 9.30am the administrative assistant (or school secretary) will contact the child's parent/carer. Should contact not be made with the parent/carer by 10am the administrative assistant will endeavour to ring the emergency telephone numbers on the child's record card.

An alphabetical list of parents' addresses and telephone numbers has been compiled in order to enable the school to contact parents at home or work in an emergency. Parents should ensure that the school is kept informed of any changes.

Lateness

Pupils arriving late after the close of the register (**after 8.55am**) must report to the school office to be registered. A reason for late arrival must be given to the office which will be logged for reference. Late arrival both disrupts the learning of other children and means that the child concerned is not settled at the start of the lesson and may miss valuable learning.

Monitoring of School Attendance:

Attendance will be reviewed every half term by the Headteacher/School Office

- a) For overall attendance at 100%
- b) For overall attendance between 95% - 99%
- c) For overall attendance below 90%

The school will celebrate good attendance and a reward system will be in place, as determined by the Senior Leadership Team.

Any unexplained absence or lateness will be followed up by the School Office.

Letters for poor attendance will be sent out as and when appropriate throughout the school year. The Headteacher and/or Deputy Headteacher will contact and liaise with parents/carers throughout the year to offer support and guidance to improve any concerning attendance with priority given to vulnerable pupils. The caseload will be prioritised by the Headteacher/School Office with Year 2 and 6 at the top and then

priority is given to vulnerable children.

Attendance information is reported to and considered by the Full Governing Body at every meeting.

Request for removal from learning

Parents requesting removal from learning for either unavoidable or exceptional reasons should complete an absence request form available from the school office or information stand and return to school at least 10 days before the requested absence date.

The outcome of this request will be notified to parents within 5 days of application.

The school will follow ESCC's Code of Conduct (Sept 2016). This may result in a request from the school to East Sussex to issue penalties to parents for periods of unauthorised absence.

Exceptional or unavoidable circumstances do not include:

- the availability of cheap holidays;
- an absence or holiday paid for, or booked, by someone else
- an overlap with beginning/end of term.
- a mix-up in term dates
- birthdays, relatives visiting, trips to festivals (this list is not exhaustive)

Information about individual school targets, projects and special initiatives

The school has adopted the following attendance targets and special projects:

- 96% attendance for all children

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.