



**WYE FOREST FEDERATION  
ST.BRIAVELS AND REDBROOK  
PRIMARY SCHOOLS**

## PUPIL ATTENDANCE POLICY

Approval: Executive Head Teacher

Review period: Every 2 years

Signed \_\_\_\_\_ (Executive Headteacher)

Date of Review: \_\_\_\_\_

Date of Review: \_\_\_\_\_

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## **WFF PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

### **Rationale**

- Children are expected to attend every day the school is open.
- Regular attendance and punctuality are important if children are to take part fully in the life of the school and to take advantage of the learning opportunities offered by the school.
- We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

### **Purposes**

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take actions to seek improvement if appropriate.
- To identify unauthorised absence and take appropriate action.
- To establish a common school procedure for filling in registers.
- To differentiate between authorised and unauthorised absence

### **Success Criteria**

- A low level of unauthorised absence is maintained and will be below LA average
- All registers are completed correctly and promptly.
- Attendance data is reported each term.
- Parents/carers are made aware of their responsibilities for attendance and punctuality and are involved in the discussion if the attendance and punctuality cause concern.
- Prompt action addresses attendance concerns effectively.
- The Governors continue to be satisfied by the efforts made by the school to maintain high levels of attendance.

### **Guidelines**

- We accept our role in partnership with parents/carers.
- Parents/carers have a legal responsibility to ensure regular attendance and punctual arrival in the morning and collection at the end of the school day.
- The School's responsibility is to support attendance and examine problems that may lead to non-attendance. To do this we keep a register of attendance at the start of every morning and afternoon session. These registers are legal documents and must be kept for three years after the date on which they were last used. Care must be taken to record information accurately.
- Register of attendance is kept on SIMS. Any paper copies are kept for a period of three years.

### **Late Arrival / Early Departure**

- A child arriving late or leaving early may seriously disrupt not only his/her learning but that of other children.
- Late arrivals or early departures will be monitored by the Executive Head Teacher. If a child arrives after 9.00am, when registration starts or leaves before midday or 3.10pm then they and their parents/carers will report to the office, where a record is kept of the fact and noted, in case of an emergency. This will include the time of arrival / departure, the reason for being late /leaving early.
- If a child arrives between 9.00 and 9.15 or between 1.00 and 1.15 pm an L code will be used. If a child arrives after 9.15 am but before 9.30am after 1.15 pm but before 1.30pm a U code will be used. Any absences without reason after 9.30am or 1.30pm will be recorded as O, an unauthorised absence.

### **Unauthorised absence**

- For example, shopping trips, unauthorised leave of absence for holidays, where the Head Teacher feels a child is being kept home without good reason or where a child is late and the parent/carer fails to provide an acceptable explanation or if they are later than 9.30 am or 1.30pm. This will be recorded and monitored, by the Head Teacher, and, where a pattern emerges or concern arises, the school will take progressive steps of action outlined in appendix A.

### **Holiday requests/Planned Absence from School**

- Parents/carers should take note that there is no right to holiday leave for pupils in term time.
- No holiday absence will be authorised unless in exceptional circumstances supported by robust evidence (eg an official letter from employer). A fixed penalty notice may be requested by the school and issued by the LA.
- Where any leave of absence is planned in advance school should be notified in writing of the dates the child will be absent from and to and the reason for the absence. The Head Teacher has a duty to carefully explore with parents/carers why such leave of absence is necessary. Should the reason be deemed by the Head Teacher to constitute 'exceptional circumstances' and this is supported by robust evidence then it may be possible to authorise the leave of absence.

### **Penalty Notices**

- The current amount of penalty notices payable by parents is £60 per parent, per child for those who pay within 21 days and £120 per parent, per child for those who pay after 28 days but within 42 days

### **Promoting Attendance**

- Good attendance is viewed as essential for all pupils.

- We recognise that attendance is the responsibility of the parent and give due consideration to this when considering strategies to promote good attendance.

### **Working with Parents**

- All children with a cumulative attendance of 94% or less will be discussed at termly attendance meeting.
- Absences to be reported to parents as both a percentage and number of days/ sessions missed.
- Parents/ carers must inform school by 9.30 am if a child is absent from school. School will call home if not informed by this time to ensure the safety and well-being of the child/children/family.
- If there are concerns about a child's continued absence then parents will be asked to provide medical evidence. The school will ask parents to sign a GP consent form and send a letter to the GP asking for supportive feedback.

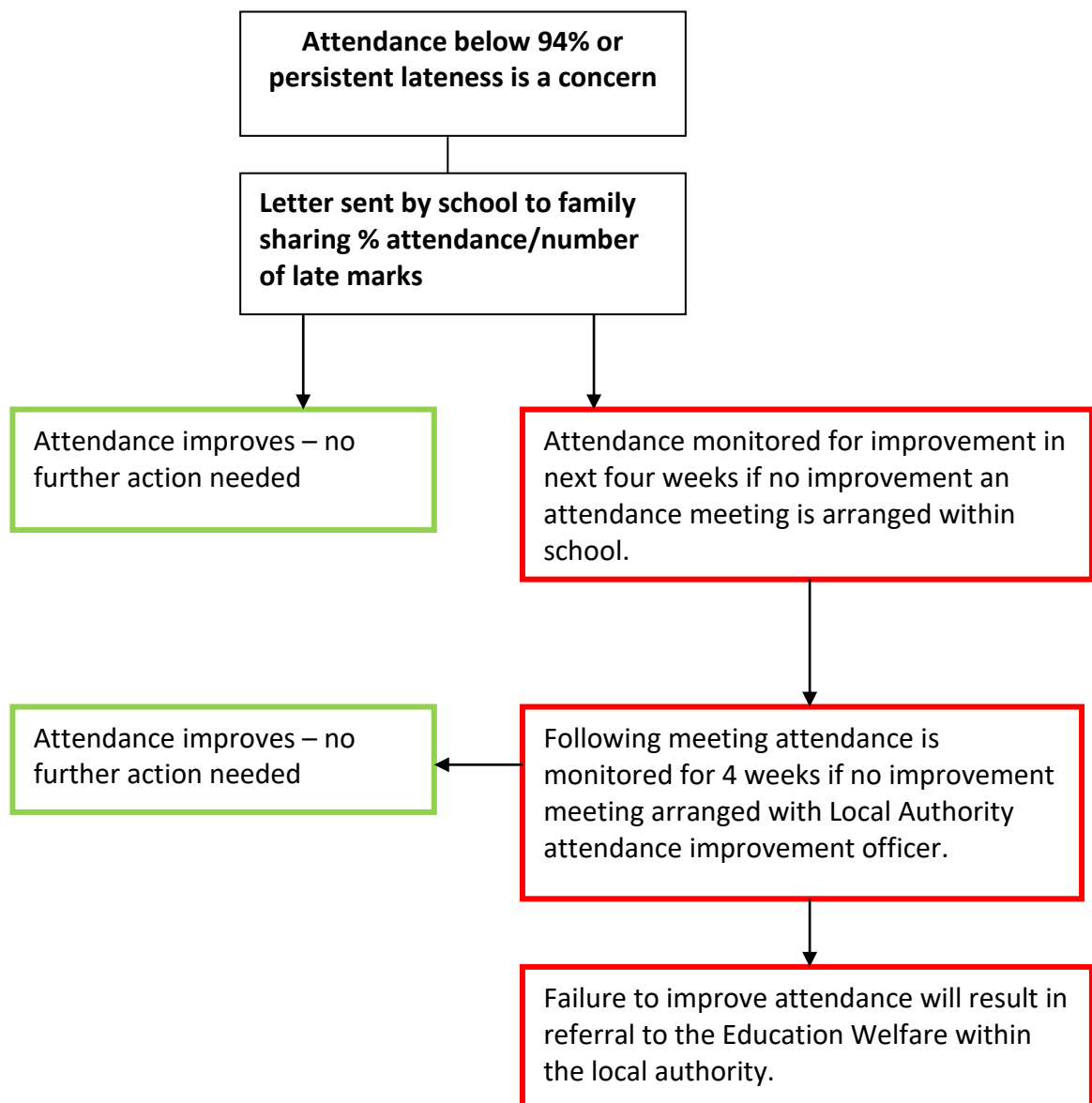
### **Medical appointments**

- While we appreciate that appointments have to be taken when they are on offer, parents/carers are encouraged to make them after school or during the school holidays. If it is not possible an appointment should be made so that the child misses as little school as possible and preferably at end of school day. Parents will be asked to provide evidence of appointments i.e. a card

### **Conclusion**

- During the school year we wish to encourage the highest possible individual attendance rate to ensure that pupils thrive and flourish in both personal well-being and in learning. This attendance procedure is a necessary and important objective.

### Attendance Meeting Flowchart



### **Attendance Meetings**

When the attendance meeting happens they follow a set agenda:

- Meeting date and time
- Register of people in attendance
- Identification of key reason for absence
- Outcomes wanted and why these outcomes are needed
- How these outcomes will be achieved and the impact of these outcomes on the attendance %.