



Wood End School

Attendance Policy

Summer 2014

# **Wood End School Attendance Policy**

## **Aim Statement**

Wood End School sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.

## **Statutory Framework**

Under Section 444 of the 1996 Education Act, a pupil is required to attend school regularly where they are a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised [see below].

## **Rights and Responsibilities**

Improving attendance at Wood End School is the responsibility of everyone in the school community – parents, pupils, governors and all staff.

## **Pupils**

- All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who do experience attendance or lateness difficulties will be monitored by the Headteacher and the school administrator at fortnightly meetings and improvement rewarded appropriately. The class with the best attendance is awarded the Top Class award each week. Each half term children with attendance of 95% and above will receive certificates presented during assembly. Individuals who have achieved 100% for the term will be awarded certificates. Pupils who achieve 100% for the year will be presented with a certificate of achievement, a badge and a prize at the end of the school year.

## **Parents/Carers**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in fit condition to learn. If a child is prevented for any reason from attending, parents must notify the school on the first day of absence by phone before 9.30am. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is received from the parent. Parents will be informed promptly of any concerns, which may arise over a child's attendance. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

If the school has not received notification by 9.30am parents will be telephoned by the school administrator and inform the Headteacher' of any concerns.

Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication.

## **Registers**

The class registers are taken at 8.55am and 1pm by the class teacher or the Teaching Assistant using SIMS and the information is saved by 9.10am and 1.10pm The information is then accessed by the school administrator and the appropriate attendance code added for those absent.

See Appendix 1

## **Holidays**

Under changes to the law from 1<sup>st</sup> September 2013, no term time absence can be approved by the Headteacher unless under exceptional circumstances. Exceptional circumstances will not be holidays, birthdays etc.

If there is an exceptional reason for requiring time away from school the parent must complete the school form in full prior to the absence.

In assessing the request, both the nature of the circumstances and the Childs attendance levels, current and over time, will be taken into account. If attendance levels are below 90% the leave of absence will not be granted.

## **Procedures for following up absence**

- If a pupil is absent without an explanation being received, the school administrator will contact the parents by phone wherever possible, on the first day of absence.
- If the pupil is persistently absent for any reason, the Headteacher will write to the parents and invite them to attend a meeting at school.
- If a pupil returns to school after a period of absence and fails to bring a note the school administrator will provide a letter to parents asking for the reason for the absence. If the subsequent reply is satisfactory the absence will be authorised if the reply is unsatisfactory or not received the absence will be unauthorised.
- If a pupil is persistently absent [or late] and the school's efforts to effect an improvement have been unsuccessful, the parents will be invited to attend an Attendance Support Meeting.
- If a child has an unacceptable level of absence due to sickness the school will issue a record form to be stamped at the doctors surgery. That child's sickness will only be authorised if the child has attended the surgery on the first day of absence and the form has been stamped.
- Notes from parents will be kept in the child's folder. All telephone messages are recorded in SIMS for the class teacher to review and also on a spreadsheet which allows reporting on all absences.

## **Strategies for promoting attendance**

- Wood End School will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupils' needs.

- Attendance data will be monitored regularly and analysed in order to help identify patterns, set targets, correlate attendance with achievements and support and inform policy/practice.
- Each half term, attendance of 95% and above will receive certificates presented during assembly. Pupils who achieve 100% for the year will be presented with a certificate of achievement and a prize at the end of the school year.
- Pupils whose attendance or lateness is a cause for concern are monitored at monthly meetings between the school administrator and the Headteacher in order to identify how best to support those pupils who are experiencing attendance difficulties
- Parents will be reminded regularly [via newsletters, the school brochure, parent's evenings, etc] of the importance of regular attendance and the half terms attendance will be reported. Children who have achieved 95% attendance and above will have their names included in the newsletter.
- Pupils who are absent through sickness for any extended period of time will on agreement with the school have work sent home to them and will be re-integrated back into school upon their return. A medical certificate will be required for long periods of illness.
- The Head Teacher will report regularly to the Governing body on attendance matters.
- The Headteacher will, when appropriate, liaise with other services and agencies when this may serve to support and assist pupils who are experiencing attendance difficulties.
- Where necessary parenting orders and/or fixed penalty notices will be used to deter persistent offenders

**NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

<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. pupil attending other establishment)	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 or 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>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances