

# Winwick Church of England Primary School



Attendance Policy 2016-2017

# Policy & Guidelines for Attendance and Punctuality 2016 - 2017

## Introduction

- Excellent attendance and punctuality is important if children are to benefit from everything school has to offer.
- There is a clear link between attendance, punctuality and achievement.
- We recognise that excellent attendance is not always a priority among some parents and we work, together with a number of outside agencies, to try to alter attitudes where this is the case.
- Excellent attendance is important if children are to be encouraged to be valuable members of society.
- There is a clear link between non-attendance and social exclusion; this can lead to involvement in crime.
- This policy should be read in conjunction with guidelines on exclusion, behaviour, anti-bullying and other documentation referring to social inclusion.

## Aims

- To have a manageable whole school approach to attendance procedures.
- To promote excellent attendance and punctuality in order to ensure continuity of education and maximise children's academic potential.
- To ensure that parents are aware of their responsibilities regarding attendance and to work with parents if difficulties arise.
- To work alongside other agencies, including Educational Welfare, if difficulties arise so that effective action can be put into place.
- To ensure children understand the importance of good attendance and punctuality by rewarding children who achieve it.
- To monitor attendance and punctuality effectively so difficulties are quickly highlighted.
- To make everyone aware of the detrimental effect of absences and lateness on the education of our children.

## Inclusion

- We are committed to providing an inclusive school where all children have the opportunity to maximise their potential.
- Staff should respond appropriately to children's diverse needs and be aware of the needs of children with differing: genders, special educational needs, disabilities and cultural ethnic and social backgrounds.
- Teachers are aware of the need to overcome potential barriers to learning and the importance of attendance and punctuality as an aspect of this.
- We are committed to the principle of equality of opportunity and this is reflected in the conduct of staff and pupils and how attendance and punctuality is managed within the school.

## Absence

Absence is categorised as authorised or unauthorised.

### Authorised Absence:

- Genuine illness - although, if the length of illness is considered to be unreasonable this will be referred to the Education Welfare Officer (EWO).
- Medical and dental appointments - where it is unavoidable that they take place in school time (**appointment cards should always be seen**).
- Family Bereavements - for an agreed period of time.
- Days of religious observance - **advance notice should be given in this case**.
- Temporary exclusion - as a result of a specific action by the Head Teacher.
- Permanent exclusion - while the appeal process is ongoing.
- Attendance at a Pupil Referral Unit - where attendance is dual registered.

### Unauthorised Absence:

- **Unexplained absences** - the School Business Manager sends a text, then telephones the family in the first instance. A letter to the parents/carers is then sent if no explanation is provided.
- **Truancy** - Staying off school **for haircuts, purchase of party clothes, shoes etc**

### Late Codes

- Late arrival before registers close (indicated by an L on the register).
- Late arrival after registers close (indicated by a U on the register).

### Procedures for Teachers

- Registers must be taken by 8.55am and 1:10pm (infants), 1:40pm (juniors)
- The list of attendance codes (Appendix 1) must be strictly adhered to.
- **All** children should be marked either present or absent.
- Registers close at 9.20am and at 1:50pm.

### Absences

- **Notes** explaining absence should be placed in the plastic pocket of the register and the absence report filled in appropriately.
- **Verbal** explanations should also be recorded on the class register and the absence report as appropriate.

### **Concerns about Absence and lateness**

The designated member of staff, School Business Manager, attendance officer and DSL meet weekly to monitor attendance. A printout of absences of 90% and below is scrutinised and acted upon.

### **Procedures for Dealing with Absence and Lateness**

- On the first day of absence parents must inform the school of the reason for their child's absence.
- This reason must be recorded in the absence book and on SIMS.
- If no message is received, a member of the admin team will telephone or use text messaging service the parents/carers of all unexplained absentees from 9:30am onwards and record explanations in the absence book and on SIMS.
- If no response is forthcoming this should be recorded in the absence book and on SIMS.
- The late book will be used to record the names of all children who are late and who must report to the school office.
- Trends in absences are scrutinised by the Head Teacher, School Business Manager and Attendance Officer on a monthly basis.

### **Procedures with Registers**

- All attendance information is inputted into SIMS on Friday afternoons.

### **Monitoring Procedures**

- First day response calls are made in the first instance by the school admin team (Attendance Officer).
- Persistent lateness is monitored by the School Business Manager and discussed with the designated member of staff and the Attendance Officer during the weekly meeting.
- Weekly checks will be made to ascertain any children whose attendance is below 95%. In this case the following procedures are followed:
  1. Warning letter from school (Appendix 3).
  2. Monitor
  3. Invitation into school to discuss issues
  4. Monitor
  5. Visit to home by the DSL
  6. Monitor
  7. Formal Governors' Attendance Working Party meeting in school
  8. Monitor
  9. Formal proceedings - referral to 'Children missing in education' team - Social Care.
  10. Fast-tracking can be considered at any time

### **Attendance Rewards**

- Every child that has 100% attendance for a whole term receives a certificate at the end of term or the beginning of the next term.
- Every child that has 100% attendance for the whole school year receives a certificate and a prize on the last day of the summer term.
- The class with the best attendance each week receives the attendance cup given in Friday morning's assembly.

### **Absence during Term Time**

- Absence during term time must be due to exceptional circumstances (holidays are not exceptional circumstances).
- The Head Teacher will consider each request and make a decision accordingly.

### **Liaison with Parents/Carers**

Attendance and punctuality are mentioned in every half termly newsletter to parents. Posters showing the effects of attendance and lateness are on display throughout the school.

### **Role of Governors**

Governors determine support and review school policies. They support the aims of this policy by making resources available wherever possible. They receive termly reports concerning attendance, which they use for monitoring purposes. . Governors meet with parents/carers at Governors' Attendance Panels.

### **Evaluation and Review**

Next review: September 2017