



Wickersley Northfield Primary

Part of White Woods Primary Academy Trust

Attendance Policy 2018 - 2019



Wickersley Northfield Primary believes that attendance and punctuality are crucial life skills and paramount for a good education. Pupils cannot achieve their full potential if they do not regularly attend school.

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement of all pupils
- There is a clear link between good attendance and educational achievement.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependent on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to the school reception if they are late for school.
- To inform their Class Teacher of any reason that will prevent them from attending school.

What the school expects of parents/carers:

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
 - To ensure that they contact the school by 9.30am by phone or email, on the first day their child is unable to attend school.
 - To ensure their child arrives on time and is well prepared for the school day (equipment, completed homework etc.)
 - To speak to the Class Teacher or contact the Head Teacher in confidence whenever any problem occurs that may keep their child away from school.
 - To inform the Class Teacher or the school office and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
 - To ensure the continuity of their children's education by requesting leave of absence only in exceptional circumstances.
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- To ensure they provide accurate and up-to-date contact details.
 - To ensure they update the school if their details change.

What parents and pupils can expect of the school:

- A broad and balanced education that is dependent on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance
- First day contact with parents when a pupil fails to attend school without providing good reason.
- Prompt action on any problems notified
- Close liaison with Early Help Services, including the Educational Welfare Officer to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record through annual reports home.

Attendance Procedures

Registration Procedure

- Registration begins at 8.50am, 8.30am (F1) each morning and at 1pm, 12.30pm (EYFS) in the afternoon.
- Class Teachers insert a code for every pupil whether they are present, attending an approved educational activity; absent, or, unable to attend due to exceptional circumstances.
- Staff will be in their classroom at the start of the Registration period.
- The morning register closes at 8.55am (KS2) 9am (KS1) and the afternoon registration closes at 1.05pm
- If pupils arrive after 8.55am (KS2), 9am (KS1) and after 1.05pm, 12.35pm (F2), they will be deemed to be late.
- If the pupil arrives at school with less than 2 hours education time remaining for that session he/she will receive an unauthorised absence.
- The register is taken electronically but if it is recorded on paper for any reason it will be taken to the school office immediately after morning and afternoon registration.

Responding to Lateness

- Pupils arriving after morning or afternoon registration will report to the school reception/office.
- The school's response for dealing with persistent lateness include:
 - Half termly letters home to parents
 - Meetings arranged with the Head Teacher
 - Involvement with the Education Welfare Officer
- Good punctuality will be recognised.

Dealing with Absence Notes or Messages

- Class Teachers should ensure any notes or messages from parents about their child's absence are passed onto the school receptionist.
- The school receptionist will deal with all absence notes or messages. They will identify the correct code to use in the register. Where a justifiable reason for the child's absence is given, the receptionist may authorise the absence by using the appropriate code.
- The receptionist should seek guidance if they are unsure whether to authorise an absence.
- If no information is available or forthcoming regarding a pupil's absence, it will remain unauthorised unless a justifiable reason is obtained.
- Home contact will be made by the school receptionist.

The School's Response to Attendance Issues

- The school will identify and monitor pupils whose attendance gives cause for concern.
- Appropriate strategies will be employed in order to address the attendance of individual pupils.
- The school will record all attendance related incoming messages from parents, the appropriate codes will be recorded electronically in the registers.
- The school will endeavour to contact both parents/carers on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
 - 9.30am text messages will be sent
 - 1.10pm telephone calls will commence
- When a pupil is absent and contact cannot be made by telephone to either parents/carers other contacts may be contacted.
- Where the school has repeatedly failed to contact the home or poor attendance persists, the school will discuss this with Early Help and the Education Welfare Officer.
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

Rewards and Targets

- Incentives are made available to promote and maintain good attendance levels including:
 - Weekly class attendance figures on the newsletter and displayed in the school hall
 - Half term attendance certificates for pupils with 100% attendance
 - Half termly attendance figures on the school newsletter
 - Head Teacher Awards
 - Annual awards assembly for pupils with 100% attendance
 - Annual attendance trip for the class with the best attendance
- Attendance targets will be set.
- At the end of the year, certificates will be awarded to all those with 100% attendance.

Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance.

- The school promote and informs parents/carers about good attendance in the following:
 - Home, School Agreements
 - School Prospectuses
 - Newsletter to parents
 - School Reports
 - Welcome to EYFS meetings
- The school will react positively to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.

Reintegration into School After Absence

- The school will endeavour to support pupils returning to school after a long period of absence.
- School staff, and Early Help colleagues, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating Pastoral Support Programmes, Individual Education Plans and a Parenting Contract Agreement as required.
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan.

Attendance Roles and Responsibilities

Senior Management

- The senior member of staff with responsibility for attendance is the Head Teacher
- Develop, monitor and regularly review the Attendance and Punctuality Policy.
- Produce and distribute attendance information for parents/carers.
- Set and monitor targets for improving attendance within school, including improving attendance within the School Development Plan.
- Support all staff in their work related to attendance.
- Collate attendance data for the DfE, LA and Governors.
- Liaise with the LA over attendance targets and school strategy.
- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely.
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school.
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance.

Class Teachers

This is an important role within the school and requires the Class Teacher to:

- Complete electronic registers accurately.
- Have regular discussions with pupils about the importance of regular attendance and punctuality.
- Collect reasons for absence from pupils.
- Monitor individuals, as well as whole class attendance, in line with the school's procedures.
- Identify trends in the attendance of individual pupils and respond appropriately.
- Liaise regarding any queries surrounding absence.

School Secretary/Administrator/Other Designated Person

Is responsible for:

- Sending text messages and telephoning parents on the first day of absence when pupils are absent without notification.
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA, DfE.

The Governing Body

- Receives information from the Head Teacher on attendance.
- Will be involved in setting school targets on attendance.
- Support the school in its efforts to raise attendance.
- May wish to contribute to the school's strategies to improve attendance, e.g. school based School Attendance Panels.

This Policy will be reviewed in July 2019.

Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.