



**Woolpit Primary Academy**

NURTURE • RESILIENCE • INSPIRATION • RESPECT

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## Attendance Policy

September 2020.

|                  |                                  |
|------------------|----------------------------------|
| Reviewed By      | Sarah Clayton and Governing Body |
| Signature        |                                  |
| Date             | 2nd November 2020                |
| Next review date | 2nd November 2022.               |

## Our vision:

Our core values are; **Nurture**, **Resilience**, **Respect**, **Inspiration**, which are at the heart of all we do. This is to ensure children leave Woolpit Primary Academy with a love of learning, as resilient individuals who are prepared for their futures. Our nurturing approach will ensure all pupils grow into well-rounded individuals with healthy minds. Children will leave our primary school as respectful members of the community; inspired to learn and motivated to achieve.

## Woolpit Primary Academy Attendance Policy

Woolpit Primary Academy is committed to providing an education of the highest quality for all its children and recognises this can only be achieved by supporting and promoting 100% school attendance for all its children. Research suggests that good attendance enables all children and young people to achieve optimum academic progress.

### Missing out on learning time leaves children vulnerable to falling behind and more likely to achieve less in school.

Attending school every day= 100% attendance.

Attending 4 1/2 days a week= 90% attendance.

Attending 4 days a week = 80% attendance.

If your child is 5 minutes late every day they will miss 3 days of learning each year.

If your child is 15 minutes late every day they will miss 2 weeks of learning each year

### Aims & Objectives

This attendance policy ensures that all parents, staff and governors in our school are fully aware of and are clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and are valued by the school.
- Raise awareness of the importance of uninterrupted attendance and punctuality at every stage of a child's education to parents, carers and pupils.
- Ensure that our policy applies to Reception age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Officer (EWO) so that all pupils realise their potential, unhindered by unnecessary absence.
- Outline all stakeholders responsibility for promoting 100% attendance.
- Promote a positive and welcoming atmosphere in which children feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of consistently monitoring attendance and supporting families and children when trigger points are reached.
- Recognise the key role of all staff in promoting good attendance.

## Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments, which unavoidably fall in school time, emergencies or other unavoidable cause.

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings which may include issuing a fine or they can refer the matter to the Magistrates Court, whereby each parent may receive a fine up to £2500 and/or up to 3 months in prison. If you are found guilty in court you will receive a criminal conviction. Unauthorised absence includes, however is not exhaustive:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an unauthorised absence for the session.
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the headteacher- may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority.
- Day trips
- Other leave of absence in term time which has not been agreed

## Being Late to school

Registers open at 9am and close at 9.15am.

Children can arrive at school from 8.55am.

If your child arrives at school between 9am and 9.15, they will be coded in the register as 'L'

If your child arrives after 9.15am they will be classed as a U.

The number of minutes late is recorded in the register.

## Parents' Responsibilities

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:

"If a child of compulsory school age, who is a registered child at the school, fails to attend regularly at school, his parent is guilty of an offence".

(NB: Where the Education Act refers to "his", it also means "her".)

Our expectations from you as a parent are that:

- Your child attends school regularly and punctually.
- You notify the school of any absence via school gateway, email, text or phone call before 9.10am.
- If your child is absent for more than 3 consecutive days you provide medical evidence.
- You do not take your child out for holidays during term time. If you would like to request holiday then a Leave of Absence Form must be completed. Appendix E.

- You provide school with an emergency contact number for more than one person. Emergency contact numbers should be kept updated by the parent/carer wherever possible and they should be checked during the annual data collection.

## Woolpit Primary Academy Responsibilities

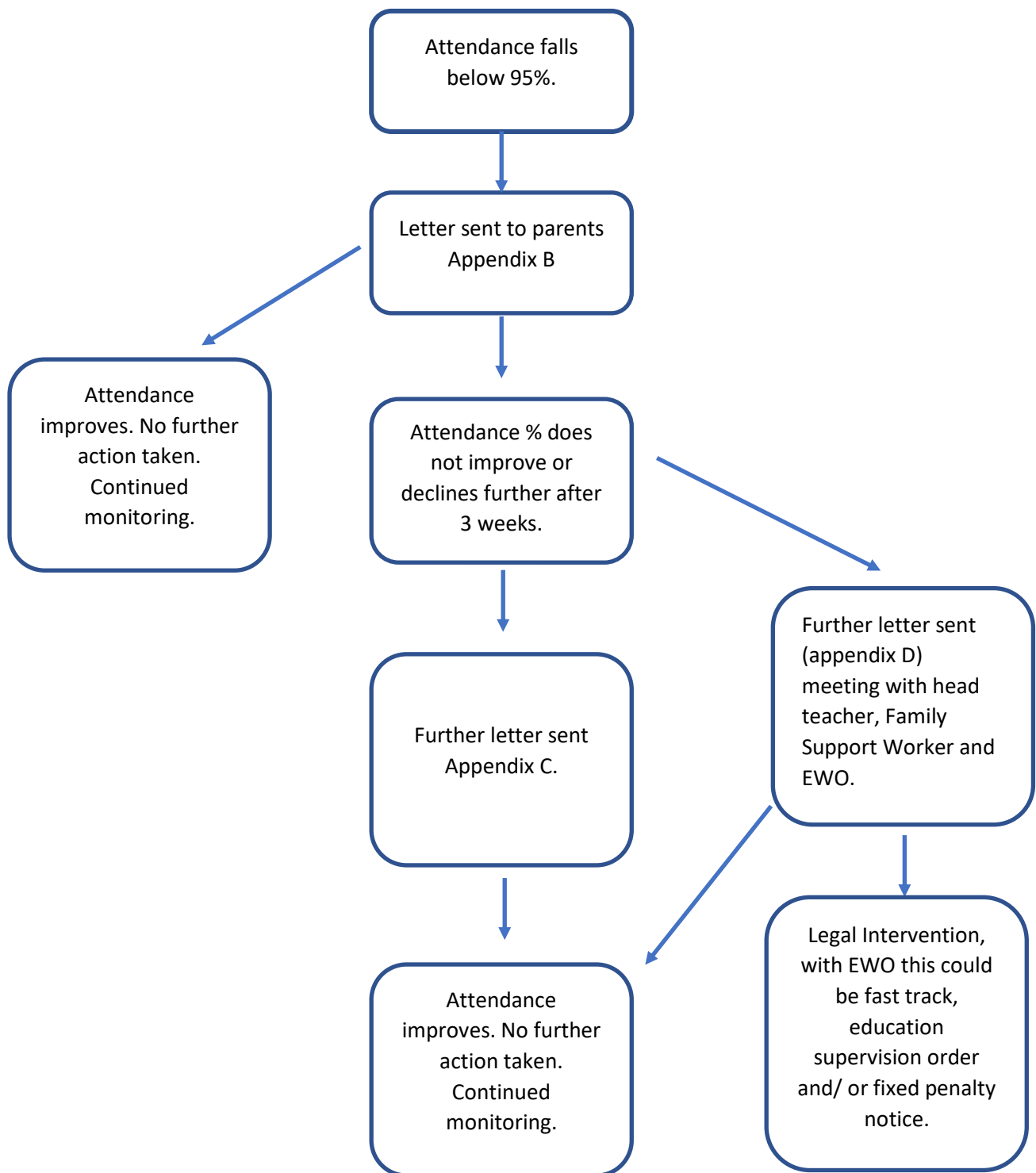
All staff at Woolpit Primary Academy have a key role to play in supporting and promoting 100% attendance and will work to provide an environment in which all our children are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

School staff are responsible for promoting 100% attendance by:

- Ensuring that all registers are taken accurately and within the first 10 minutes of a session.
- Contacting the parents/carers by school gateway app, telephone or text each day a child is absent from school without being notified in advance and recording the contact.
- Exploring possible interventions where we have concerns around a child's attendance and, where appropriate, consulting with the parents/carers.
- Consulting regularly with the Education Welfare Service if a child's attendance continues to give cause for concern and, where applicable, referring cases for a Fixed Penalty Notice, Prevention Meeting, Education Supervision Order or Fast Track proceedings.
- Analysing attendance figures, monitoring by registration group as well as gender, ethnicity, Pupil Premium status and Special Educational Needs status. The school will also carefully monitor those children who fall into the Persistent Absence category (where attendance falls below 90%).
- Making sure parents are aware of their child's attendance through termly attendance letters, (Appendix A.) Parents can also view their child's attendance on School gateway.

In closely monitoring the attendance of the school's children on a cumulative and week to-week basis, the school undertakes a clear step-by-step approach when a decline in a child's attendance is identified

## Attendance Intervention Flow Chart



All pupils of compulsory school age are entitled to a full-time education. However, in very exceptional circumstances, the school may see there is a need for a temporary part-time timetable to support this individual, this must not be treated as a long-term solution, so they will be bound by time limits. In agreeing to a part-time timetable, the school has agreed to a child being absent from school for part of the week or day and therefore must record it as authorised absence.

The school must also have regard for the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. The school is required to put in

place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

The governing body will also make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are on roll at the school.

### **Role of the Education Welfare Officer**

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5 sessions as a maximum over a 6-week period.
- To investigate any unexplained absence which exceeds more than 8 sessions within a 12-week period.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To investigate cases that have been referred for prosecution where persistent absenteeism has not improved despite thorough intervention.

### **Related Policies**

These policies should be read alongside the school policies

- Safeguarding policy
- Behaviour policy

## Register Codes

| Code | Description                                                                          | Meaning                             |
|------|--------------------------------------------------------------------------------------|-------------------------------------|
| /    | Present (AM)                                                                         | Present                             |
| \    | Present (PM)                                                                         | Present                             |
| B    | Educated off site (NOT Dual registration)                                            | Approved Education Activity         |
| C    | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence                  |
| D    | Dual registration (i.e. pupil attending other establishment)                         | Approved Education Activity         |
| E    | Excluded (no alternative provision made)                                             | Authorised absence                  |
| F    | Extended family holiday (agreed)                                                     | Authorised absence                  |
| G    | Family holiday (NOT agreed or days in excess of agreement)                           | Unauthorised absence                |
| H    | Family holiday (agreed)                                                              | Authorised absence                  |
| I    | Illness (NOT medical or dental etc. appointments)                                    | Authorised absence                  |
| J    | Interview                                                                            | Approved Education Activity         |
| L    | Late (before registers closed)                                                       | Present                             |
| M    | Medical/Dental appointments                                                          | Authorised absence                  |
| N    | No reason yet provided for absence                                                   | Unauthorised absence                |
| O    | Unauthorised absence (not covered by any other code/description)                     | Unauthorised absence                |
| P    | Approved sporting activity                                                           | Approved Education Activity         |
| R    | Religious observance                                                                 | Authorised absence                  |
| S    | Study leave                                                                          | Authorised absence                  |
| T    | Traveller absence                                                                    | Authorised absence                  |
| U    | Late (after registers closed)                                                        | Unauthorised absence                |
| V    | Educational visit or trip                                                            | Approved Education Activity         |
| W    | Work experience                                                                      | Approved Education Activity         |
| X    | Non-compulsory school age absence                                                    | Not counted in possible attendances |
| Y    | Enforced closure                                                                     | Not counted in possible attendances |
| Z    | Pupil not yet on roll                                                                | Not counted in possible attendances |
| #    | School closed to pupils                                                              | Not counted in possible attendances |

## Appendix A

Heath Road \* Woolpit \* Suffolk \* IP30 9RU\*

[www.woolpitprimary.net](http://www.woolpitprimary.net)

admin@woolpitprimary.net

01359 240625

Head teacher: Sarah Clayton



**Woolpit Primary Academy**

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Date

Dear Parents

Re: **Your child's attendance**

We are sending you this colour coded letter based on your child's attendance.

Pupil name:

Class:

Percentage Attendance: **100%**

|       |                                  |
|-------|----------------------------------|
| Green | Attendance 95% and above         |
| Amber | Attendance between 94.9% and 90% |
| Red   | Attendance 89.9% or below        |

The information below shows how attendance can affect your child's future progression if their attendance were to continue at their present level throughout the year.

|                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Above 97%: less than 6 days of absence a year</b><br>Excellent attendance. This impacts most positively on outcomes for learners, as they are accessing work consistently |
| <b>95%: 10 days of absence a year</b><br>This is the equivalent of 2 weeks of school.                                                                                        |
| <b>90%: 19 days of absence a year</b><br>Pupils in this group are missing a month of school per year.                                                                        |
| <b>85%: 29 days of absence a year</b><br>Pupils in this group are missing 6 weeks of school per year.                                                                        |
| <b>80%: 38 days of absence a year</b><br>Pupils in this group are missing a half term of school within the academic year                                                     |

Please let us know if your child is going to be absent, so that it can be recorded accurately on our register. The school's number is 01359 240625.

If you have any queries about this letter or wish to discuss any concerns you have about your child's attendance, please do not hesitate to contact the school.

Many thanks

Mrs Sarah Clayton

Headteacher



## Appendix B

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Date

Dear <Parents Name>

Re:- <Child's Name>, <year group>

At Woolpit Primary Academy we encourage all children to aim for 100% attendance.

We are therefore concerned about <child's Name> attendance which has dropped below 95% and is currently <attendance %>.

Please be aware that if your child's attendance continues to decline, we will require medical evidence to authorise future absences. Please refer the attendance intervention flow chart in the attendance policy which will outline the next steps If <child's name> does not improve.

We appreciate that there are many circumstances that can affect a child's attendance at school. If we can support your child in making sure their attendance improves then please do speak to with Mrs Brown, our family support worker in the first instance either by telephone or email, to discuss how we can help.

Many Thanks

Sarah Clayton

Woolpit Primary Academy

## Appendix C

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Date

Dear <Parents Name>

Re:- <Child's Name>, <year group>

At Woolpit Primary Academy we encourage all children to aim for 100% attendance.

We are therefore concerned about <child's Name> attendance which has (dropped below 92% has not improved since our previous letter) and is <attendance %>. This means that <child's name> has missed <days> of school. This follows our initial concerns, raised in a letter on xxxx.

We are concerned about the impact this is having on <child's name> progress, as we know that as attendance declines so does your child's chances of achieving the best possible outcomes whilst also affecting their emotional wellbeing.

We are keen to work together to support you and your child in making sure that their attendance improves. Please attend a meeting on xxxx with Mrs Brown.

In the meantime, we will continue to monitor <child's name> attendance and until this rises above 95%, we will continue to require medical evidence to authorise any further absence.

Many Thanks

Sarah Clayton

## Appendix D

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Date

Dear <Parents Name>

Re:- <Child's Name>, <year group>

At Woolpit Primary Academy we encourage all children to aim for 100% attendance.

We are therefore extremely concerned about <child's Name> attendance) whose attendance is <attendance %>. This means that <child's name> has missed <days> of school and xx sessions have been authorised. This follows our concerns, raised in a letter on xxxx and a further letter dated xxx.

We are concerned about the impact this is having on <child's name> progress, as we know that as attendance declines so does your child's chances of achieving the best possible outcomes whilst also affecting their emotional wellbeing.

We are therefore inviting you to a Prevention meeting with Mrs Clayton, our head teacher, Mrs Brown our family support worker and our education welfare officer on xxxx. We are keen to work with you to support your child in making sure that their attendance improves.

However, should you decline to attend, please be aware that a legal intervention will ensue in liaison with the education welfare officer and this could be a Fast Track, an Education Supervision Order and/ or a fixed penalty notice.

Many Thanks

Sarah Clayton

Woolpit Primary Academy

## Appendix E

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### Application for leave of absence for exceptional circumstances

Please read the following guidance carefully. As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from

school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice

Penalty Notices are issued by the Local Authority in accordance with Suffolk County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court, which will incur further costs imposed by Suffolk County Council and by the Magistrates Court.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

|                                                                              |       |
|------------------------------------------------------------------------------|-------|
| Name Of Child                                                                | Class |
| I am applying for leave of absence for my child                              |       |
| from:                                                                        | to:   |
| Number of school days:                                                       |       |
| The exceptional circumstances for which leave is requested                   |       |
| Has your child already had leave of absence this school year yes / no ?      |       |
| Please name any other child and their school that will be absent from school |       |
| Signed (Parent/ Carer)                                                       | Date: |

|                                      |   |                                                                                   |
|--------------------------------------|---|-----------------------------------------------------------------------------------|
| To be completed by the head teacher. |   |                                                                                   |
| Name Of Child:                       |   | Class:                                                                            |
| Current attendance is                | % |                                                                                   |
| Last Academic year was               | % |                                                                                   |
| Approved                             |   | The absence will be recorded as authorised.                                       |
| Not Approved                         |   | The absence will be recorded as unauthorised.                                     |
| Penalty notice                       |   | Request will be made to Suffolk County Council for a penalty notice to be issued. |
| Explanatory Notes                    |   |                                                                                   |
| Signed:                              |   | Date :                                                                            |

**For Office Use Only**

Letter To Parent/ Carer  Date Sent \_\_\_\_\_

Teacher Informed

SIMS updated

Penalty Notice Request  Date Sent \_\_\_\_\_