

WINGFIELD LEARNING COMMUNITY PARTNERSHIP ATTENDANCE AND PUNCTUALITY POLICY

This policy has been developed in conjunction with DfE and LA Guidance

Reference to Parent/Carer throughout this document also includes any person who has parental responsibility or who cares for children.

Reference to school/college throughout this document includes Greasbrough Primary School, Redscope Primary School, Rockingham Junior and Infant School, Roughwood Primary School and Wingfield Business and Enterprise College.

Aims and Principles of Good Attendance

- ❖ The school/college is committed to maximising the achievement and attainment of all pupils/students.
- ❖ There is a clear link between good attendance and educational achievement.
- ❖ Regular and punctual attendance is vital if pupils/students are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school/college.
- ❖ Parents/carers play an important role in supporting the school/college and encouraging pupils/students to reach good attendance levels.
- ❖ A broad and balanced education is dependant on regular attendance at school/college.
- ❖ School/college will take appropriate action to promote and encourage good attendance.
- ❖ **Target 96%**

Statement of Expectations

What the school/college expects of the pupils/students:

- ❖ To attend regularly.

- ❖ To arrive on time, appropriately prepared for the day.
- ❖ To report to reception office when late.

What the school/college expects of the parents/carers:

- ❖ To fulfil their responsibility by ensuring their children attend school/college regularly and on time.
- ❖ For parents to inform the school/college any reason that will prevent their children from attending.
- ❖ To ensure that they contact the school/college on the first day their child is unable to attend and that their child returns to school/college with a valid reason for absence.
- ❖ To ensure their child arrives on time and is well prepared for the school/college day.
- ❖ To contact the school/college in confidence whenever any problem occurs that may keep their child away from school/college.
- ❖ To inform the school/college of any forthcoming appointments and, where possible, arrange appointments outside of the school/college day.

- Where appointments are booked for say 11 am pupils/students must attend school/college first.

If the appointment is for say 9:30 am the pupil/student needs to return to school/college ASAP, where possible.

If a pupil leaves the school/college premises for any reason during the school/college day, staff will ensure that this is recorded, (together with signing back in if they return) to comply with Health & Safety Regulations.

- ❖ To ensure the continuity of all children's education, taking holidays during the school/college holiday period is encouraged. Only in exceptional circumstances will request of leave in term time be granted and will require a completed application in advance of the leave of absence.

It is not an entitlement to take a holiday in term time.

The Education (Schools and Further Education) Regulations 1981 states that schools have a discretionary power for leave to be granted for the purpose of a family holiday or an annual holiday in term time. Such permission is granted in accordance with the arrangements made by the Governing Body.

No parent can demand leave of absence for the purpose of a family holiday by right.

Leave will not be granted during school transition periods (July and September) and during external examination periods.

Please note that only five authorised school days (at the Head's discretion), per school/college year will be allowed in exceptional circumstances, a return date will be given, failure to return before or on this date may result in a pupil/student losing their place at school/college.

A Fixed Penalty Notice can be issued in cases of unauthorised absence.

Fixed Penalty Notices

- Once your child is registered at school you are responsible for making sure that they attend regularly.
- If your child does not attend school regularly you can be prosecuted and fined up to £2,500. As an alternative, the Council may supervise the family under the terms of an Education Supervision Order, for at least a year or until attendance improves to a satisfactory level.
- The Education Welfare Service will consider the issuing of Fixed Penalty Notices in respect of unauthorised holidays in term time at the Local Authority Fixed Penalty Notice Panel.
- A Fixed Penalty Notice will involve parents paying a fine, currently set at £60 (per parent, per child) if paid within 21 days or £120 (per parent, per child) if paid after 21 days but within 28 days.
- The issue of a Fixed Penalty Notice will be by post.
- The EWS will respond to all requests within 10 school days of the case being heard at the Fixed Penalty Notice Panel.

What Parents and pupils/students can expect of the school/college

- ❖ A broad and balanced education that is dependant on regular attendance at school/college.

- ❖ The encouragement and promotion of good attendance.
- ❖ Efficient and accurate recordings of attendances and punctuality.
- ❖ First day contact with parents when a pupil/student fails to attend school/college.
- ❖ Any barriers to attendance, dealt with efficiently.
- ❖ Close liaison with the attendance team to assist and support families where needed.
- ❖ Notification to parents/carers of attendance through reports home.
- ❖ When a pupil's/student's attendance falls below 95% in a term, parents will be sent a letter* saying that their child's attendance is of concern and support will be offered to improve attendance, also saying that failure to attend school/college regularly and on time could result in prosecution under section 444 of the Education Act. If there is no improvement parents/carers will be required to meet with the Attendance Panel. *(Appendix 1)

Understanding Different Types of Absence

Only school/college can authorise absence as authorised or unauthorised, not parents. This is why information about the cause of any absence is always required to ensure a pupil's/student's attendance is correctly categorised.

Authorised absences are mornings or afternoons away from school/college for an acceptable reason, for example: illness and/or medical/dental appointments which unavoidably fall in the school/college day, emergencies or other unavoidable reasons.

Unauthorised absences are those which the school/college does not consider to be 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. This includes:

- Parents keeping children away from school/college unnecessarily
- Truancy before or during the school/college day
- Absence that has never been properly explained
- Pupils/students who arrive in school/college too late to receive their mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time that have not been agreed

Whilst most pupils/students will be away from school/college because of illness, some individuals can be reluctant to attend. Any such problems with regular attendance are best

resolved between the school/college and the family. If a parent thinks their child is reluctant to attend school/college then we encourage the family to work with all involved to understand the root problem. When necessary we engage the support of other agencies such as the School Nurse and Education Welfare Service.

- Each day counts for two (am/pm) marks of attendance or absence.

ATTENDANCE PROCEDURES

Registration Procedure

- ❖ Foundation Stage sessions are 8.55 until 11.55 each morning and 12.15 until 3.15 in the afternoon. However, alternative timings may occur where parents have arranged to add to their 15 hours entitlement in FS1 using Wrap Around provision.
- ❖ Key Stage 1 registration begins at 8.55 each morning and at 13.15 in the afternoon
- ❖ Key Stage 2 registration begins at 8.55 each morning and at 1.30 in the afternoon

- ❖ Registers will be taken in each class at 8.55 prompt

- ❖ Class teachers should insert a mark for every pupil whether it is a present mark or an absent mark. All marks must be made accurately on the SIMs electronic data system.

- ❖ Staff should be in their classroom 10 minutes before the start of the Registration period.

- ❖ If pupils arrives after 8.55 and after 12.15, 1:15 or 1.30 (whichever being in accordance with the year group) they will be deemed to be late and will have to report to the school office to register attendance. The pupil will be issued with a late slip which will be collected by the teacher when the child arrives in class.

- ❖ The morning register closes at 10.30am after which it will be recorded as an unauthorised absence. Unless a medical appointment has been attended, whereas a medical mark will be made.

- ❖ The register will be sent to the school office immediately after morning and afternoon registration to allow for perusal by the Attendance Officer.

Responding to Lateness

- ❖ Pupils arriving after morning or afternoon registration will report to the school office, where the late register will be filled in with the time and reason for the lateness. After 5 recordings of lateness letter 1* of the punctuality section will be

sent, after a further 5 recordings of lateness a second letter** will be sent. If no improvement is seen following the second letter a further letter will be sent to the parents/carers. If there is still no improvement parents/carers will then be invited to an attendance panel meeting.

- ❖ From time to time the Education Welfare Officer will do a 'Late Gate'.

*(Appendix 2)

** (Appendix 3)

Pupils who are late at our primary schools will be issued with a late slip that is collected by the class teacher and discussed at the parent/teacher interview. Pupils who are late at Wingfield will attend a detention session at the end of the school day. The Education Welfare Officer will become involved where there are constant issues around lateness.

Response to Attendance Issues

- ❖ The Wingfield Learning Community Partnership action plan to improve attendance will be reviewed each term.
- ❖ The Wingfield Learning Community Partnership will identify and monitor pupils/students whose attendance gives cause for concern. This being 96% or less.
- ❖ Returns on persistent absences will be made to the Local Authority each half term.
- ❖ Appropriate strategies will be employed in order to address the attendance of individual pupils/students.
After long periods of absence reintegration procedures will be followed.
- ❖ Attendance data will be collected, analysed and monitored. The Wingfield Learning Community Partnership will respond to any areas of concern identified.

THIS POLICY WILL BE REVIEWED ANNUALLY.