

Wicklewood Primary School and Nursery



Attendance Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every two years by the operational committee.

Reviewed:

Signed: Andrew Thurston (Chair of committee)

Date: 5.6.17

Signed: Julia Brooks (Headteacher)

Date: 5.6.17

Next Review due: Summer 2019

Wicklewood Primary School and Nursery is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all and we will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. Regular attendance is also essential for Safeguarding and is referenced in our Safeguarding policy.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Norfolk attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

Wicklewood Primary School and Nursery is a happy school. Children learn best when they are happy and relaxed and all staff know their responsibilities for the children's health and well-being. As attendance is crucial to effective learning and the continuity of learning experiences, the school places great emphasis on this in its communication with parents.

Communication

Information on lateness, illness and absence is given to parents in the School Brochure. This highlights the importance of being at school on time and of notifying the school if their child is absent for any reason.

At the pre-school induction meetings held each year for children about to enter the reception class, the importance of regular attendance is discussed and explained. This talk also includes explaining the importance of parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left.

Parents are asked to share with the staff any worries their child might have in school. Sometimes little things upset children, which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

Leave of absence is not granted during school term time except in exceptional circumstances (in line with Government and Cluster policy). Anyone requesting a leave of absence during term time is required to write a letter to the head explaining in detail why the absence is necessary.

Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent. If a child is absent and no notification is received, a phone call will always be made to check that the child is, in fact, ill, and is safe. If no satisfactory reason can be given then the absence will be recorded as 'unauthorised'.

Lateness

Morning registration will take place at the start of school at 9.00am. The registers will remain open until 9.15a.m. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered. The afternoon registration will be at 1.15p.m. and will close at 1.30p.m.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

Attendance issues

If a child is regularly late for school or is often absent then the class teacher contacts the parent concerned to have an informal discussion about this. If this persists then the teacher registers their concern with the Headteacher. Parents may be asked to come and discuss the situation, or a letter may be sent home.

If patterns of absence occur or there is significant absence – either explained or unexplained – the Attendance Officer for the school is contacted.

The Attendance Officer meets with the Headteacher regularly to discuss attendance issues, and offers advice and support. Persistent absence may indicate a Safeguarding issue which would be followed up. (see Safeguarding policy)

Truancy

If truancy is suspected, the Headteacher will contact the parent, either by phone, or by home visiting if possible, and will also contact the Attendance Officer if necessary. Parents or carers will be encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and measures put in place for their resolution. In all cases, the school will seek the views of the child so that any support measures instituted are likely to be successful.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Headteacher will be responsible for overseeing this work.

A review of attendance is carried out at the end of each term and those children who have achieved 100% attendance are celebrated in assembly and given certificates.