West Ashton Church of England Primary School

Attendance Policy

'You will shine among them like stars in the sky.'

Philippians 2:15 (NIVUK)

Intent Statement:

At West Ashton our core value is to provide a school community that allows all children become the very best they can be and

'to shine among them like stars in the sky' Philippians 2:15 (NIVUK)
Good attendance and punctuality is key to all children's success.

We are committed to providing high quality, engaging experiences and learning opportunities which enable all pupils , no matter what their strengths, to achieve their full potential. In every lesson, every day, we aim to develop pupils skills and understanding, carefully building on their prior knowledge and giving them the tools to succeed. Absence from one of these lessons or experiences can cause anxiety for the child as they feel they have fallen behind, and may have an impact on a child's ability to succeed in the task they have been set. Frequent absence or absence for blocks of time , will have a long lasting effect through the learning gaps that are created in a child's understanding.

Furthermore we believe that attendance and punctuality are life skills which demonstrate an individual to be reliable, responsible and organised.

Aims

- To create a culture in which excellent attendance is accepted as the norm
- To demonstrate that excellent attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To work with other schools to share good practice in order to improve this policy

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them. We aim to raise standards by promoting regular attendance and punctuality of pupils. We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. We believe it is important to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

We will exercise a consistent approach and ensure equity for all pupils. We will work with children and families who have barriers to maintaining good attendance and punctuality. We always seek to support and find solutions to problems. We aim for attendance to exceed the national average figure of 96%.

To receive an attendance mark a child has to attend for a full session. Parents are expected to ensure their children are present in class at the start of the registration period – 8:50am and 12.45pm for EFYS and KS1 and 1:00pm for KS2. A child who arrives at school after 9:00am or 12.45/1:00pm is marked as 'late'.

- School registers are closed each morning at 9:10am and each afternoon at 1:10pm for all pupils. Children who have not arrived by this time are marked absent for the full session.

<u>Absence</u>

- Parents are requested to ring school by 9:15am to notify us that their child will be absent. The school will then authorise absences as appropriate, eg, sickness.

- Parents are encouraged to make dental/medical appointments before or after school.

- A child's absence will be recorded as unauthorised if no satisfactory explanation is given for the absence or if the school considers the information received from a parent is not an acceptable reason for absence.

- Term time holidays are no permitted unless in exceptional circumstances (please see below).

- A leave of absence form can be obtained from the school office or from the school website. Applications cannot be made retrospectively.

- If a child is absent for 10 consecutive sessions without a reasonable explanation, the Head Teacher will inform the Local Authority. The Local Authority may then decide to issue a Penalty Notice.

- If a pattern of absence is identified, it will be discussed with parents.

- If attendance concerns have been raised with parents but improvement has not followed despite the school's involvement, the Educational Welfare Service will be contacted.

- If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the Head Teacher.

- Attendance figures will be included with the child's annual progress report.

<u>Procedures</u>

- Attendance is monitored on a termly basis, and parents will be informed if their child's attendance should fall below 95%.

- If a child's attendance is below 95% for more than one term, the school will seek to work with the child and family to improve this.

- The school require conformation for any medical/dental appointment during school time, if this it is not received then the appointment will be unauthorised. Long term medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

- Lateness – if a child is regularly late, the matter will be discussed with the parents and the situation monitored.

- Holidays – the law says that parents do not have the right to take their children out of school during term time. West Ashton Primary School does not authorise any holiday during term time unless there are 'exceptional' circumstances. Any holiday taken during term time will be recorded as unauthorised absence and could result in parents being fined by the Local Authority. If intending to take a term time holiday, parents need to complete a leave of absence form in advance of the intended absence. The Head Teacher decides if the absence is to be authorised or not, consulting the guidelines laid out by the DFE.

Date of policy: November 2019

Review of policy: November 2022.