



ATTENDANCE POLICY

This review date- May 2022
Next Review date- May 2025
Ratified by governors- 23rd May 2022

INTRODUCTION

At Woolenwick Junior School, we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

EXPECTATIONS

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

The expectations for school will include:

- The provision of a safe learning environment.
- The maintenance of records of attendance according to Government legislation and guidance on a daily basis.
- The following up of all instances of poor attendance and punctuality.

The expectations for parents will include:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.

- Parents will inform school on the first day of absence, of the reason for their child's absence from school.
- Parents will maintain regular communication with school staff where necessary.
- Parents will ensure that school are informed of any changes of contact details.

The expectations for pupils may include:

- All pupils are expected to attend school and all of their lessons regularly and punctually.
- Pupils are expected to be ready to learn.

DOORS OPEN

Blast Breakfast Club opens at 7.45 am. School doors open at 8.45 am in all the classes. Pupils may enter the building at that time. Pupils should not arrive at school before 8.40 am. School officially starts at 8.50 am.

REGISTRATION

Registers are called at 8.50 am in all classes and again at: 1.15 pm. Morning registration closes at 9:00 am with children marked as late until 9:15. Registers are marked consistently by staff. Any pupil arriving after closure of the register will be marked absent for the whole of the session.

LATENESS

Any pupil arriving after 9.00 am should report to the school office and use the signing in system giving a reason for their lateness. However, children arriving after 9.15 am will be formally classed as late on their attendance. This will show as an absence for the morning session.

FOLLOWING UP LATENESS

Parents whose children are regularly late for school, will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in punctuality. Strategies such as individual star charts may be used to improve punctuality. If late arrivals are due to circumstances outside the pupil's control, e.g. delayed bus, the late mark will be authorised.

ABSENCES

Notification must be provided for all absences from school. Notification can only be provided by the parent or carer. Parents should telephone the school office on the first day of absence. Absences are authorised by the Headteacher, or Deputy Head within the school. School may decide not to authorise absence, even when a reason is provided. The school will usually authorise absence for illness, funeral, religious occasion, moving house, music or dance exams. The school will not authorise absence for shopping, birthdays, looking after brothers, sisters or unwell parents or any holidays in term time.

LEAVING AND RETURNING TO SCHOOL DURING SCHOOL DAY

When pupils leave or return to or from school during the school day, they must be signed in and out on the signing in system. A record of children leaving and returning to school can be printed out in the event of a fire.

TERM TIME HOLIDAYS

Woolenwick Junior School strongly discourages parents from taking family holidays during term time and no holidays will be authorised. It is a Local Authority Policy that states that parents do not have the right to take their child out of school for such a holiday.

Forms requesting authorisation for absence in term-time are available from the entrance foyer.

FOLLOWING UP ABSENCES

If a pupil is absent from school, for more than 1 day, and we do not receive a message explaining the absence then a member of the office team or class teacher will telephone or text the home.

The Attendance Co-Ordinator monitors attendance records on a regular basis. The school will send out letters to parents of pupils who have had attendance below 95%. If attendance drops below 85% parents will be invited in to a meeting with the Attendance Co-ordinator. This is to try to reduce the risk of persistent absenteeism.

Prolonged or regular absence is addressed initially through a letter, followed by a meeting with the Attendance Co-ordinator or Headteacher and involvement of the Attendance Improvement Officer if the absence persists. The Attendance Improvement Officer can become involved in cases of 90% or less attendance.

The school office are responsible for recording absences and completing/sending off paperwork in relation to any pupil exclusion.

Pupils who are in hospital or recovering from an operation/illness, resulting in long term absence, will be supported by work being sent home during their absence and individually – tailored re-integration on their return, e.g. slightly shorter day/late start. Pupils who have shorter term sickness absence of a week or more will be offered the chance to catch up on learning missed. If a pupil is absent due to a holiday, the school will not provide school learning.

A member of the office team will make a telephone call or send a text message home on the first day of absence if a reason is not given. This will be followed up, if necessary, by a letter. If no reason is given then the absence will be marked as unauthorised.

Absence due to illness is authorised, however, in the case of children with less than 90% attendance medical evidence may be requested in order to authorise an absence. Parents will be informed if the school chooses to

record an absence as unauthorised due to doubts over the legitimacy of the illness.

REWARDS/PROMOTING GOOD ATTENDANCE

Outstanding attendance is rewarded for pupils individually through certificates presented in assembly at the end of each term.

Each week in our Celebration Assembly there is a Class Attendance Cup for Lower Key Stage 2 and Upper Key Stage 2 for the classes with the best attendance and this is promoted within school on a visual display in the foyer and through our website and social media.

Parents are reminded through newsletters about the importance of good attendance and termly statistics for attendance, along with our target, are also published each term in the newsletter.

A parent handbook is provided to explain to parents the importance of good attendance which is issued annually and when children start at the school.

In the case of a parent being contacted with regard to their child's attendance support from the Attendance Co-ordinator is always offered.

The ethos at Woolenwick Junior School ensures that pupils feel valued, welcomed and also that they want to come to school because the learning is interesting.

WORKING WITH THE ATTENDANCE IMPROVEMENT OFFICER (AIO)

Woolenwick Junior School works in partnership with the allocated AIO to improve attendance for individuals and the whole school.

The Headteacher and Attendance Co-ordinator meet the AIO usually once a year to inspect registers, discuss and monitor individual pupils.

The school and AIO work together to improve attendance, but when attendance does not improve sufficiently, a formal referral will be made to Children's Services. This may lead to home visits and sometimes prosecution.

In-line with Hertfordshire County Council's policy Fixed Penalty Notices may be issued to the parents of children who have 15 sessions of unauthorised absence within 2 consecutive terms. In these cases the County guidelines for Fixed Penalty Notices will be followed. Parents may request a copy of this guidance.

PUBLICATION OF INFORMATION

Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis through newsletters.

Woolenwick Junior School shares information on individual pupils' attendance termly with parents at parent consultation evenings, and at any other necessary times with parents, pupils and staff.

New parents are informed of our ethos and policy for attendance and punctuality through the school prospectus.

For parents whom English is not their first language, we will provide translation of our newsletter and policies through the Local Authority ethnic minority service.

The school office are responsible for ensuring that termly attendance data is provided to the DfE.