

# SCHOOL ATTENDANCE POLICY

Minsterley Primary School

Revised Autumn 2021

## **Mission Statement:**

This is a successful school and each and every child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, on time, every day the school is open unless the reason for the absence is unavoidable.

## **Roles and Responsibilities:**

### **Parent/Carer**

Parents and Carers have a legal responsibility to ensure that their child/ren attend school regularly and punctually. They should also ensure that their children are properly equipped and fit for a learning environment.

Parents of children of compulsory school age are required to ensure that they receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise. (Education Act 1996)

Regular attendance includes pupils being punctual. Persistent lateness will be regarded as absence.

Parents and Carers should contact the school on the first day of a pupil's absence by 9.00 a.m. They should state the reason for their absence and also the date on which they are expected to return to school. Notification of absence should be by parental note, telephone call or in person.

If school have not been made aware of a pupils' absence by 9.30am then school are required to take all measures possible to seek further information about the pupils' welfare. The school office will seek information by telephoning all contacts on the pupils' registration. School will contact the EWO or the police if there are any concerns to ensure that the child is safe and well.

If an appointment has been made for medical reasons these should be made outside school time when possible.

### **Pupils**

Pupils are expected to attend school regularly and punctually and be appropriately prepared for lessons.

### **Governing body**

The Governing Body has responsibility for school attendance and should be familiar with current legislation.

They are acquainted with the registration system in the school.

They will request reports on attendance and procedures as necessary.

### **Local Authority and Education Welfare Service**

The Education Welfare Officer will make a visit to the school each half term to analyse attendance and discuss issues with the Headteacher and Administrator.

The Education Welfare Officer assists the Headteacher to establish annual attendance targets and devise an Attendance Action Plan.

The Education Welfare Officer will support parents and carers and will liaise closely with the Headteacher and SENCO with regard to punctuality and attendance of pupils. Where there are concerns they will attempt to make contact with parents and carers by letter, telephone call and/or

home visits.

### **Class teachers**

The Class teacher has a vital role to play in raising attendance and punctuality in our school.

The Class Teacher will ensure that the registration period is orderly and calm and that the registers are called promptly and correctly. Registration should be returned to the office by 9.00 a.m. In the afternoon, registers should be taken by 1.10 p.m. and kept in the classroom.

Class teachers should help to monitor the attendance of pupils by bringing issues to the attention of the administrator and/or headteacher.

### **Headteacher**

The Headteacher has day-to-day responsibility for attendance and will ensure that the school meets all legal requirements, set targets for attendance and unauthorised absence and publish attendance figures.

The Headteacher reports to the Governing Body.

The Headteacher will ensure that parents and pupils are aware of their responsibilities regarding attendance and punctuality.

The Headteacher has responsibility for the implementation procedures as detailed below.

Registers are legal documents and must be kept for at least 3 years.

### **Procedures and who is responsible for implementation in respect of:**

- Registration – Class teachers and Administrator
- Recording reasons for absence – Administrator or Headteacher
- Punctuality - Headteacher
- First follow up of absence - Administrator
- Post registration truancy - Headteacher
- Links with Education Welfare Service - Headteacher
- Review of registers re individual pupil absence – Headteacher and Education Welfare Officer
- Whole school review and evaluation of attendance – Headteacher and Governors
- Management of individual pupil absence – Administrator, Headteacher, EWO
- Links with behaviour, attainment and attendance - Headteacher
- Multi Agency Team working – Headteacher and EWO
- Referral procedures – Headteacher in conjunction with other agencies

### **Attendance Concerns**

When a pupil is absent for no apparent reason, it is the duty of all staff to consider all possible reasons. Consideration of the School Behaviour or Child Protection Policies may be needed in identifying reasons for such absence.

### **Punctuality**

School starts at 8.50 am and 1.00 pm. Parents have a duty to ensure that their child/ren arrive on time and are ready to go to class. The bell will be rung at 8.50 am and a whistle blown at 1.00 pm. Registers are taken at 8.50 am and 1.00 pm. At 9.00 a.m. the registers are sent to the office. The administrator checks the registers against known absences (e.g. messages from parents regarding sickness, approved holidays etc) and follows up any child who is unaccounted for. The administrator checks with the class teacher to ensure that the register is accurate before ringing a child's

parent/carer. Children arriving after the registers have been received in the office are marked in by the Administrator. If they arrive before 9.10 a.m. it is classed as an 'L', after 9.10 a.m. it is a 'U' unless it is known that the absence is authorised.

### **Child Protection Concerns**

If there are any child protection concerns the designated teacher for child protection should be informed at the earliest opportunity. Information should be passed to the relevant outside agencies immediately.

### **Change of Address**

Parents must inform school immediately if they have a change of address. In case of emergency we must be able to contact the parents or carers or a third named person.

Parents must provide this information when they first register their child, and keep information including telephone numbers up to date.

### **Moving to another school**

Parents and Carers must inform the school immediately if they are removing their child to start at another school. The parents must give details of the new school.

### **Collecting children from school**

Parents and Carers who collect their children from school are required to do so at the agreed time, either 3.00 pm, or at the time an after school activity ends. If the parent or carer is persistently late the school will refer to the Education Welfare Service, or to Social Services.

### **Holidays and extended holidays**

Holidays in term time are actively discouraged by the school and the LA.

Holidays in term time are not a right and it remains a discretionary power of the head teacher to authorise leave of absence in very exceptional circumstances only. The headteacher may seek advice from the EWO service in cases where there is doubt that the circumstances are sufficiently significant.

Leave will only be granted where proper procedures have been followed and the permission given by an authorised person within the school.

Leave of absence will not be granted retrospectively.

Each request for leave of absence will be considered individually.

Parents complete a request for leave of absence form and return it to the school for authorisation.

Parents are informed of the schools decision (ideally within 5 working days).

If the leave of absence is not to be authorised the EWO must receive a copy of this communication with the parents at the same time - in such cases a HITT warning notice will be served.

If a warning has been served and leave is taken and the conditions are in line with the Code of Conduct a Truancy Penalty Notice will be served.

If the TPN is not paid the LA will prosecute for the absence under the Code of Conduct Regulations.

### **Monitoring and evaluation**

Monitoring and Evaluation takes place each half term at a meeting between the Headteacher and the EWO. The progress of the Action Plan is considered and the Action Plan evaluated at the end of its annual cycle (September).

A full report is given to Governors at their Autumn term meeting.

Progress towards targets is usually given at each full Governors' meeting.