



**Warboys Community Primary School**  
Moving Forward Together  
To Develop Confident, Independent Learners



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# Attendance Policy

Date Policy Adopted: February 2017

Date Policy to be Reviewed: February 2019

Signed: ...Angela Boxall..... Position: ...Headteacher.....



## Statement of Intent

The school aims to work together with parents and carers to ensure that all children registered at the school attend both regularly and punctually; subsequently they will be able to take full advantage of the educational opportunities available.

Good attendance is important because:

- Statistics show a direct link between underachievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines and school work easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders have an easier transfer to secondary school.

## Parents' and Carers' Responsibilities

Parents and carers have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16 year olds) receive a suitable education, either by regular attendance at school or otherwise. It is the responsibility of the Local Authority (LA) to ensure that parents and carers meet these responsibilities.

Parents and carers should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should inform the school on the first day of non-attendance by 9.00am when registers close. This may be done by 'phone, by letter or in person.

Parents and carers may not authorise their child's absence – only the head teacher can do this on the basis of the explanation provided by the parents or carers; should parents or carers fail to prove a satisfactory reason for their child's absence the school will record such absence as unauthorised.

Parents and carers should ensure that their child arrives at school in time for the start of registration at 8.45am. If a child arrives after 9.00am his or her parents or carers should report directly to the School Office and sign into the Child Attendance Log.

It is important that children arrive on time for school as the first 10 – 15 minutes of the school day are often used to give out instructions or organise school work for the rest of the day. If children miss this short but vital session, their work for the whole day may be affected or they may miss an intervention which has been planned to address gaps in learning. Late arrivals are disruptive to the class and it is often embarrassing for the child involved.

## Leave of Absence Requests

The Government brought in new legislation from 1st September 2013 regarding parental requests for leave of absence (including holiday absence). Amendments have been made to the 2006 regulations in the Education Regulations 2013.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'.

Note: the financial factor of taking holidays during term time will not be taken as constituting an 'exceptional circumstance'.



The governors recognise that regular attendance at school is essential for children to make progress. Even one or two day's absence from school affects progress as children miss teaching input which is sequential.

As a result, the Governing Body have revised the school's Absence Request Form, in line with the Education Regulations 2013. The form is available from the School Office, which parents and carers must use to request a leave of absence.

If leave is taken without authorisation, it will be recorded in the school attendance register as Unauthorised Absence (the same as truancy), and the matter may be referred to the school's Education Welfare Officer.

### School Responsibilities

The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.

Registers will be called at 8.45am and at 1.15pm for both Key Stages. Registers will close at 9.00am and at 1.30pm. Any child arriving after the closing of the register will be recorded as 'late' for that session. Teachers will complete registers in accordance with the school's policy. The Office Manager will ensure registers are completed accurately and efficiently.

The head teacher will meet with the office Manager weekly to ensure that registers are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage, including lateness.

Should a class teacher have particular concerns about an individual child's attendance or punctuality, then the class teacher should speak to the head teacher in the first instance as there may be child protection concerns related to the attendance issue.

If a child is absent the class teacher will enter the appropriate code in the register. If no explanation has been received from the child's parent or carer the Office manager will endeavour to make contact with the parents or carers the same day, wherever possible. If this proves impossible the Office Manager should refer the matter to the head teacher.

All absence notes from parents and carers are dated and signed by the Office Manager when the absence has been entered into the School Information Management System (SIMS). Only notes concerning absences about which there are concerns or queries should be brought to the attention of the head teacher.

The Office Manager notifies class teachers of impending absence on the school registers to allow them time to plan for curriculum changes etc.

The head teacher will regularly collect attendance data and will use this data during meetings with the school's Education Welfare Officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the EWO.

The head teacher is required to tell the LA if a pupil fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised.



## Reporting

The school will submit to the Department for Education (DfE) details of the level of absence within the school in terms of authorised and unauthorised absence as requested.

The school will employ a number of strategies to help, encourage and support children and parents and carers to achieve regular, punctual attendance:-

- the Senior Leadership Team will communicate regularly with parents and carers on attendance matters;
- the head teacher will encourage a good working relationship with parents and carers by publicising attendance in the Home-School Agreement;
- the Senior Leadership Team will offer pastoral support to parents and carers who are finding it difficult to achieve regular attendance;
- appropriate personal encouragement or congratulations will be offered to individual children who improve their rates of attendance.

