

WINDMILL PRIMARY SCHOOL ATTENDANCE POLICY

TARGET FOR 2014-15 IS 95.75% ATTENDANCE (MINIMUM) AND 4.25% ABSENCE (MAXIMUM)

Attendance

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. The twice-daily requirements to register pupils can and should be perceived as an opportunity for the school to receive children formally from home, and serve as an introduction to the session.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school does not approve absence)

If a child is absent, parents should call the school on the first day of absence stating a reason. The school will then decide whether to authorise the absence. If authorisation is refused, for instance if a child is kept off for a birthday, then the parents will be informed.

If contact, explaining the child's absence, fails to be made by parents or carers, then the school administrator will contact home by telephone on the first day. If a child's attendance falls below 90%, a discussion will be held between the school and the Education Welfare Officer (EWO). If no improvement is made then the EWO will follow recognised procedures, including legal action where necessary.

Reward systems

Each week the classes in EYFS / Key Stage One and Key Stage Two with the highest attendance will be presented with a reward which will be theirs for the week. At the end of each term the class with the highest attendance from across the school will be entitled to a non-uniform day, plus some spending money for a class treat.

The school will reward children with 100% attendance with a certificate and muffin each term.

Target setting

A target for attendance is set with the Education Welfare Officer each term and is monitored at regular meetings between the Deputy Headteacher (Inclusion and Intervention) and Education Welfare Officer.

Completing the register

Class teachers complete the register at the start of the morning and afternoon sessions.

- The marking of registers can sometimes become so routine that its importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupil's end of term reports and to records of achievement.

Family Holidays During Term Time

Parents are strongly urged to avoid booking a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday, and the default position is for these absences not to be authorised, but the school may choose to grant leave of absence in exceptional circumstances.

In considering whether or not to authorise leave for a family holiday, the school will consider each case individually, taking into account a child's overall attendance and the reason for the holiday. The school will not authorise holidays for children in Year 2 or Year 6 during the year up to their SATs tests in May. Leave of absence forms are obtained from the office and requests should be submitted at least 2 weeks before the first day of intended absence.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they were away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which must be avoided.

Lateness

The doors open at 8.50 am and school begins at 9.00 am and all pupils are expected to be in school for registration at this time. Any child arriving later than 9.00 am should enter the school via the main entrance reporting to the school office. Arrival from 9.00 am to 9.30 am is classed as late, after 9.30 am the child is recorded as being absent. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register. The child will then be sent to their classroom with a late card.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken, and recognised procedures involving the EWO will be followed.

What can parents do to help?

- Let the school know as soon as possible why their child is away.
- Try to make appointments outside school time.
- Do not take holidays during term time.
- Do not allow their child to have time off school unless it is really necessary.

If parents are **worried about their child's attendance at school what can they do?**

- Talk to their child – it may be something simple.
- Talk to the Headteacher and staff at the school.

If it continues

- Parents may contact the Education Welfare Officer who will work with them and the school to resolve the situation (number available from the school office).
- The school may ask the EWO to follow recognised procedures, including legal action where necessary

Please also refer to guidance from the Department for Education, 'School Attendance' (October 2014) and 'Parental responsibility measures for school attendance and behaviour' (September 2010).

This policy has been adopted with the approval of the school Governing Body. It will be reviewed on an annual basis.

Mark Gibbons, Headteacher
Summer 2014 (Review date Summer 2015)