

# **SCHOOL ATTENDANCE POLICY**

## **Wood End School**

### **Aim Statement**

Wood End School sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.

### **Statutory Framework**

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised [see below].

### **Rights and Responsibilities**

Improving attendance at Wood End School is the responsibility of everyone in the school community – parents, pupils, governors and all staff.

### **Pupils**

All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their class teacher, and if the need should arise, from the Headteacher who will monitor improvement and reward appropriately. At the end of the year, pupils whose attendance is 95% or above for the year will be presented with a certificate. At the end of each term the class with the best attendance will receive a reward.

### **Parents/Carers**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in fit condition to learn. If a child is prevented for any reason from attending, parents must notify the school on the first day of absence by phone before 10.00am. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is received from the parent. Parents will be informed promptly of any concerns, which may arise over a child's attendance. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

If the school has not received notification by 10.00am, parents will be telephoned by the secretary when the Headteachers' concerns are heightened.

Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication.

## **Registers**

See Appendix 1

## **Holidays**

Parents are urged strongly to avoid taking family holidays during term time. Indeed, parents do not have the right to take their child out of school for such a holiday. If, however, parents apply in writing to the school in advance, the Head Teacher may authorise up to 10 days term-time absence in any year to go on a family holiday, depending on attendance history of the pupil. Year 2 children will not have holiday absence authorised during May because of statutory tests.

Occasionally, holidays of more than two weeks to visit family living overseas may be planned. Parents are expected to discuss with school staff, the most appropriate time of year and point in the child's education career for this visit to take place. This will help minimise disruption to the child's progress at school. Although it must be remembered that any absence is disruptive.

## **Procedures for following up absence**

- If a pupil is absent without an explanation being received, the Secretary will contact the parents wherever possible, on the first day of absence. If the absentee is a pupil about whom there are already concerns, the Headteacher will make every effort to contact the parents immediately.
- If the pupil is persistently absent for any reason, the Headteacher will write to the parents and invite them to attend a meeting at school.
- If a pupil returns to school after a period of absence and fails to bring a note the school secretary will provide a note to parents asking for the reason for the absence. If the subsequent reply is satisfactory the absence will be authorised if the reply is unsatisfactory or not received the absence will be unauthorised.
- If a pupil is persistently absent [or late] and the school's efforts to effect an improvement have been unsuccessful, the situation will be discussed with the Education Welfare Officer.
- Notes from parents will be kept in the class register . All telephone messages regarding absence/lateness are passed on to the class teacher.

## **Strategies for promoting attendance**

- Wood End School will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupils' needs.
- Attendance data will be monitored regularly and analysed in order to help identify patterns, set targets, correlate attendance with achievements and support and inform policy/practice.
- High attendance awards will be presented to classes at the end of each school term and individuals at the end of the school year.
- Pupils whose attendance is a cause for concern will be set targets for improvement. The Headteacher will monitor and review these targets and reward as appropriate.
- Parents will be reminded regularly [via newsletters, the school brochure, parent's evenings, etc] of the importance of regular attendance.
- Pupils who are absent through sickness for any extended period of time will when appropriate have work sent home to them and will be re-integrated back into school upon their return. A medical certificate will be required for long periods of illness.
- The Head Teacher will report regularly to the CPP committee on attendance matters.
- The Headteacher will, when appropriate, liaise with other services and agencies when this may serve to support and assist pupils who are experiencing attendance difficulties.
- The Headteacher will have regular meetings with the school's Education Welfare Officer in order to identify how best to support those pupils who are experiencing attendance difficulties.
- Where necessary parenting orders and/or fixed penalty notices will be used to deter persistent offenders

## NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

