



Attendance Policy

Issue 5 – September 2018

The Spencer Academies Trust has delegated Full responsibility to the Local Governing Body (LGB) of Wyndham Primary Academy for this Policy. It is the LGB's responsibility to ensure this Policy is implemented and reviewed in accordance with statutory and legislative arrangements.

The Spencer Academies Trust may, on an annual, basis undertake audits to confirm that appropriate arrangements are maintained by the Academy.

Summary of the main changes:

- (Issue 2) More detail given of how parents will be contacted on the first day of absence. Amendments to the rewards for 100% attendance
- Clarification of how information of all absentees is given to the EWO (Education Welfare Officer)
- Amendment to the 'late after register has closed' time to 9:20am
- Clarification on the Government guidelines for term time holidays and how to inform school of planned absence.
- Amendment of legal fine from £50 to £60 per parent, per child, for unauthorised holidays.
- (Issue 3) Amendment to achievements with 'Class Dojo's' added and 100% tokens omitted.
- Change of title of Home/School Co-Ordinator to Safeguarding and Attendance Officer.
- Persistent absenteeism changed from 85% to 90%.
- (Issue 4) Amendment to the 'late after register has closed' time to 9:30am
- Amendment of end of year award from 100% to 98% and above and what the reward will be.
- (Issue 5) Amendment of end of year awards.
- Change of title from Head of School to Principal.
- Change of title from Safeguarding & Attendance Officer to DSL & Attendance Officer
- Inclusion of 'First Wave' meetings



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Issue No.	Date	Approved	Signature	Revision Notes
1	September 2013	A.Scotland		Formal Issue
2	January 2015	S.Murray		
3	July 2016	G,Weightman		
4	July 2017	G Weightman		
5	September 2018	G Weightman		

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1.1 Introduction

The purpose of this policy is to provide clear guidelines to all staff, governors and parents.

1.2 Attendance Core Statement

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parents, local community and Education Welfare Support service who can work in partnership. The school will monitor attendance and ensure quick and early intervention of a problem if identified.

All staff will encourage good attendance and liaise with home and other agencies when this is appropriate.

Good attendance will be seen as an achievement in its own right and recognised as such by school. Children will gain 'Class Dojo's' counting towards their achievement awards for every day they are at school on time.

The attendance policy is based on the premise of equal rights for all.

2.1 Aims and Objectives

2.2 Aims

To create a culture in which good attendance is normal by:

- To improve the quality of school life.
- To create a culture in which good attendance is the norm.
- To demonstrate to pupils, parents and staff that the school values good attendance.
- To recognise that good regular attendance is an achievement.
- To be consistent in implementation, both in terms of rewards and sanctions.
- To value the individual.

2.3 Objectives

- To achieve improved communication with parents, in relation to regular attendance.
 - To ensure that all school staff are involved in taking responsibility for encouraging regular attendance.
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- To promote an effective working relationship with the Educational Welfare Officer (EWO).

3.1 Roles and Responsibilities

- Identified person/s to take responsibility to provide attendance information. This is the DSL & Attendance Officer reporting back to Senior Leadership Team to enable them to be kept informed of progress and involved with decision making.
- The DSL & Attendance Officer and EWO to establish clear allocation of tasks and responsibilities in terms of referral and action planning.
- All personnel in school to have a commitment to consistency and continuity.

4.1 Targets

- To have an effective means of collecting, collating and monitoring attendance information.
- To ensure that such data is accessible and used effectively by school managers and all staff in conjunction with the EWO.
- To keep parents, pupils and governors informed of policy and practice.

5.1 Attendance and Absence

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 (Principal and/or DSL & Attendance Officer approves pupil absence)
- Unauthorised (Principal and/or DSL & Attendance Officer does not approve pupil absence)

It is expected that parents or carers will provide an explanation if the child is absent on the first day the absence occurs. This can be done by letter, telephone, in person at the school or by appointment. If contact is not made by the parents, then the school will attempt to contact the parents on the first day of absence and then on subsequent days. School will attempt to contact parents by phone, text or through a visit from the Education Welfare Officer (EWO). This may then be followed by letters or if deemed necessary Education Welfare Officer (EWO) intervention.

If absence due to sickness is causing concern and the absence pattern is unexplained or made up of several isolated days, a child may be referred to the school nurse. The Principal and/or DSL & Attendance Officer may decide that they only authorise the absence on receipt of suitable medical evidence. This could include a prescription form, appointment card or conversation with health personnel.

The Principal and/or DSL & Attendance Officer will regularly remind parents of the importance of good attendance and punctuality through the school newsletter.



Children with 98% attendance and above will be rewarded at the end of the school year. Those with 100% will go on a reward trip. Those with over 98% will have staggered rewards to be determined by the Principal and DSL & Attendance Officer towards the end of the year.

Each week the class with the highest attendance is rewarded with pop and biscuits and/or extra playtime.

6.0 Completing registers

The twice daily requirements to register pupils should be perceived as an opportunity to welcome the children individually and formally. Registers are taken every morning and afternoon that school is open to pupils. Totals are noted for fire and emergency purposes. Each absence is recorded with the correct code using the symbols advised by Derby City Council Education Welfare Service.

The DSL & Attendance Officer monitors the registers after registration every morning and contacts the parents of the first day absentees who have not notified the school. The EWO is contacted to report all absentees and their reasons for absence if known.

The marking of registers can sometimes become so routine that the importance is lost. However incomplete or inaccurate registers are unacceptable. Registers provide the daily record of the attendance of all pupils. They are legal documents that may be required in a court of law.

7.0 Lateness

Junior school sessions begin at 8.50am. Junior pupils are late from 8.55am.

Infant and FS sessions start at 8.55am. They are late from 9.05am.

All pupils are expected to be in school for registration at these times. Pupils who are consistently late are disrupting not only their own education but also that of others.

All lateness from 9.30am will be treated as unauthorised absence and the same procedures for absence will be followed.

8.0 Monitoring and Referral

Attendance is monitored regularly by the DSL & Attendance Officer who will report concerns to the Principal.

In the case of children in Foundation Stage (FS) who may not have reached statutory school age, parents of children with poor attendance may still be contacted in order to establish future patterns of good attendance.

The EWO meets regularly with the DSL & Attendance Officer and will take appropriate action in the case of unacceptable absences, including legal action if necessary.



9.0 Persistent Absence

The school will monitor for persistent absence, defined as attendance of 90% or less. Parents will be invited to 'First Wave' meetings with the Principal and DSL & Attendance Officer to talk about the reason for their child's absences and will be given strategies to support an increase in attendance. If parents do not attend these or their child's absences continue then the EWO will invite parents for a more formal meeting.

10.0 Absence During Term-time

Following Government policy, the Principal will no longer authorise absence during term-time, except in very exceptional circumstances. If you feel you have an exceptional circumstance then a letter to the Principal will need to be submitted to school. This will be followed by a letter from School, where you will be told of the decision in your case.

We ask that ALL routine medical appointments are made after school and in holiday times. We would, where possible, request that all other appointments be outside of school hours also.

11.0 Penalty Notices

The Education Welfare Service can issue penalty notices for unauthorised absence. (The penalty is currently £60 per child, per parent) Penalty notices may be issued in the following circumstances:

If a child is taken on holiday, or extended visit, without the school being contacted in writing in advance.

If a child is taken out of school, e.g. for a holiday, and the request for absence during term-time has not been authorised by the Principal.

If a child has unexplained absence of more than 10 days in total, including medical absence which cannot be supported by appropriate evidence. (Appropriate evidence would include appointment cards, prescription forms or a telephone call from a medical professional).

12.0 Children Missing in Education and RHMC Protocol

Concerns may arise where children go missing from school during the course of a school day, and where children do not attend school because they have been withdrawn (unless parents have elected to home educate) or have not been registered. All groups are potentially at risk. Where children are absent from school the 'First Day Contact' ensures that schools are immediately in touch with parents/carers to advise on a child missing education and schools are expected to assist parents or carers in reporting the child missing to the Police should this prove necessary. Vulnerable children should be prioritised as part of the process and if there is any cause for concern about their safety, a referral made to Social Care and the Police. The DSL & Attendance Officer should inform the Education Welfare Officer (EWO) of any child who has not attended for 10 school days without reasonable explanation. The EWO should make extensive enquiries, for example home visit, liaison with Children's Social Care, housing and notify the school if it appears



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that the child has moved out of the area. If no information is forthcoming, the EWO should notify the Children Missing Education Officer, who will carry out further checks with Heath, Department for Work and Pensions and S2S to try to ascertain the child's whereabouts. Full guidance is given in the respective Local Authority 'Children Missing Education' protocols. There is a statutory requirement on Local Authorities to identify children not in receipt of education which applies to any children of compulsory school age who are not on a school roll, or who have left a school with destination unknown and who are not receiving suitable education otherwise than being at school (for example: at home, independent /private school or in alternative provision). This is critical from a safeguarding as well as educational perspective. Deletions from the admission and attendance registers must be made in line with the provisions of Regulation 8 of the Education (Pupil Registration) Regulations 2006 (SI 2006/1751). The name of a pupil of compulsory school age may only be deleted from the attendance register on the grounds prescribed in this Regulation. Under regulation 12(3), schools must also inform their local authority of deletions of compulsory school age pupils due to: ceasing to attend the school; being withdrawn February 2016 Page 10 of 33 to be educated outside the school system; being certified by the school medical officer as unlikely to return; being in custody; or being permanently excluded.
