



## **Wibsey Primary School**

### **Attendance Policy**

It is the policy of our School to celebrate achievement and attendance. Attendance is a critical factor to a productive and successful school career, and an integral part of keeping children safe. We aim to give a clear, consistent message that “Every Day Counts,” and will actively promote and encourage 100% attendance for all our pupils.

Our School will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We will ensure that our guidelines are prominent in our induction procedures and throughout school so that families and young people have a clear, consistent message from school regarding:

- Absence and attendance codes
- Extended leave
- Religious observance
- Medical Matters
- Lateness

Any problems that prevent full attendance will be identified and addressed as speedily as possible.

We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

### **Aims**

- To implement common policies and procedures to ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To work together as a school to deliver a clear, consistent message that supports children and families.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To promote good relationships between home and school and to foster effective community cohesion.
- To recognise the individual needs of each family.

- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work effectively with external agencies, in order to address barriers to attendance and overcome them.

## **Targets**

- Our school target is set at 97%
- We aim to be in the upper quartile for schools for all schools
- We aim to reduce the number of families where persistent absence is a problem year on year.

When evaluating success the school will consider whether or not:

- Patterns and trends in the school's attendance and pupils' punctuality are improved.
- Parental response to absence has improved.
- The school has been successful in raising the profile of attendance by celebrating good attendance within the school, governing body and the local community.
- Pupils and parents are fully aware of the importance of punctuality and regular attendance and aware of the attendance procedures operating within school.
- Parents and governors are made aware of the current law on attendance.
- Attendance issues have been included as topics in school assemblies or PSHE lessons.

## **Information**

This identifies the information held by the school and will be considered when dealing with attendance and punctuality issues: Wibsey Primary School Attendance Policy 2016/17

- Start and finishing times of registration: our doors open at 8.55am. (Nursery 8.40 a.m.). A pupil arriving after 9.05am will be marked as Late. A pupil arriving after 9.25am will be marked as Absent. (Nursery p.m. doors open at 12:40p.m.) Guidance for staff on the accurate completion of registers.
- The importance of punctuality and the response to lateness. If a pupil arrives at school after 9.05 a.m. they will be marked late. (Less than 90% punctuality will be followed up.)
- Daily contact between parents and School when a pupil is absent.
- In line with Health Protection Agency guidelines, a period of 24 hours absence is required for any pupil with vomiting or diarrhea from when they were last sick. Such absence due to illness is authorised.
- Clear guidance to parents that Head teachers may not grant leave of absence during term time unless there are **exceptional** circumstances.
- Referral routes with roles and responsibilities for pupils with emerging attendance problems (Parents of pupils with attendance below 90% will be contacted, and may also be contacted if attendance is unexpectedly below 95%).
- Monitoring progress towards targets. Evaluation of the impact of the Attendance Policy.
- The inclusion of attendance information in School documentation, e.g. the website, reports, newsletters, home-school agreements.
- Annual reports to parents include a record of their child's attendance

- Initial letter from ESW when attendance becomes a concern – Attendance Officer/Inclusion team to request this
- The Headteacher's termly report to Governors records the attendance figures for the academic year to date.

### **Roles and Responsibilities**

Class teachers take the register each session.

The School Office contact parents/carers if children are absent without prior notification. The Assistant Headteacher/SENCo and Inclusion Manager monitor patterns and trends over time.

Attendance Officer/Inclusion manager/year group staff to conduct home visits  
Inclusion Manager/Attendance Officer to follow DfE guidance for Penalty Notices, Attendance concerns, referrals etc.

Attendance officer/Inclusion Manager to award/monitor effectiveness of good attendance rewards

Attendance Officer to provide Headteacher with weekly and half-termly data, so appropriate rewards can be agreed upon and carried out

Office Manager to include reward details/necessary acknowledgements on the newsletter – agreed by Headteacher and attendance team

The Headteacher is responsible for decisions about any leave of absence requested for exceptional circumstances during term time.

### **Absence Codes**

Attendance below 90% is defined by the DfE as persistent absence. The DfE's guidance on the school census explains that from a pupil will be considered to be persistently absent if he/she is away for over 10% of school sessions in an academic year.

- We will consistently apply the DfE Absence and Attendance Codes guidance.
- Ensure that staff who are responsible for inputting the codes will receive regular training on using the correct code.

### **Parents:**

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If an absence persists school may request evidence in order to authorise the absence.

**If a child has a minor illness e.g. mild headache, stomach-aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them.**

If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought back to school after appointments.

**Pupils should miss as little time as possible.**

**Therefore, parents are expected to: ensure their child attends school and arrives on time every day.**

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school before 9.30a.m. On the first day of absence for their child and to keep school updated should the absence continue
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning and attendance

### **Requests for leave of absence**

This policy reflects the DfE regulations which came into force in Sept 2013 which state: **'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.'**

From 1 September 2013 an amendment to the 2006 regulations removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It also made clear that Headteachers would determine the number of school days a child can be away from school if the leave is granted. There is no specific definition of 'exceptional circumstances' and it is for Headteachers to determine exceptions and apply this consistently

Wibsey Primary School interprets "exceptional" in this context as being of unique and significant emotional, educational or spiritual value to the child, outweighing the loss of teaching time. This interpretation will have different parameters from one case to another but **the normality will be that requests for authorised absence will be refused.**

Time off for family holidays is **not a right** and we expect parents to take their family holidays in the normal school holiday periods.

If requesting leave of absence in term time a request form, available from the school office, must be completed. Each request will be assessed individually and parents will be informed in writing whether the request has been accepted or refused.

**Penalty notices may be issued if parents have not sought permission or the request has been refused. Wibsey Primary School will request a penalty notice be issued, where necessary, by the Local Authority in line with DfE guidance.**

The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

This fine is not received by the School it is retained by the Local Education Authority.

Failure to pay the penalty could result in Bradford Children's Services starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

### **Religious Observance**

We recognise the value of school attendance and of community cohesion. It is essential to take account of religious observance and the impact of its recognition on community cohesion when setting school holiday patterns.

**We will:**

Consider flexibility available from occasional days and disaggregated staff training days to enable parents to celebrate Eid without affecting children's attendance at school as the school population changes.

**Medical Matters**

**We agree to:**

- Follow medical guidance regarding number of day's absence for specific conditions.
- Regularly monitor levels of absence due to illness for individual pupils.
- Consult with the School Health Service to assess the reasons given for illness absence and provide guidance to parents.
- Encourage parents to make medical and dental appointments out of school time.
- Engage with the local health providers to encourage the making of appointments where possible outside of school time.

**Lateness**

Lateness is not acceptable as it disrupts lessons and may lead to more serious absence. Punctuality is a life skill which must be taught and encouraged.

Follow DCSF guidance which states that schools should close the register to pupils 30 minutes after the start of the session.

- Apply the following coding:
  - L is used if a child arrives after the register has been called, but within 30 minutes of the start of the school day.
  - U is used if a child arrives more than 30 minutes after the start of the school day.
- Examine their practice surrounding the start of each session to encourage and facilitate the prompt arrival of children at the beginning of each session.

**Unauthorised absences**

There are many absences that are not for an acceptable reason. The Headteacher will decide whether an absence is authorised or not.

We will not authorise absences for pupils with less than 85% attendance unless a doctor's note is provided. If a pupil has 10 unauthorised sessions, equivalent to 5 school days within a 6 week period then parents will also be liable for a Penalty Notice.

The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

**Monitoring and Evaluation of the Impact of The Policy**

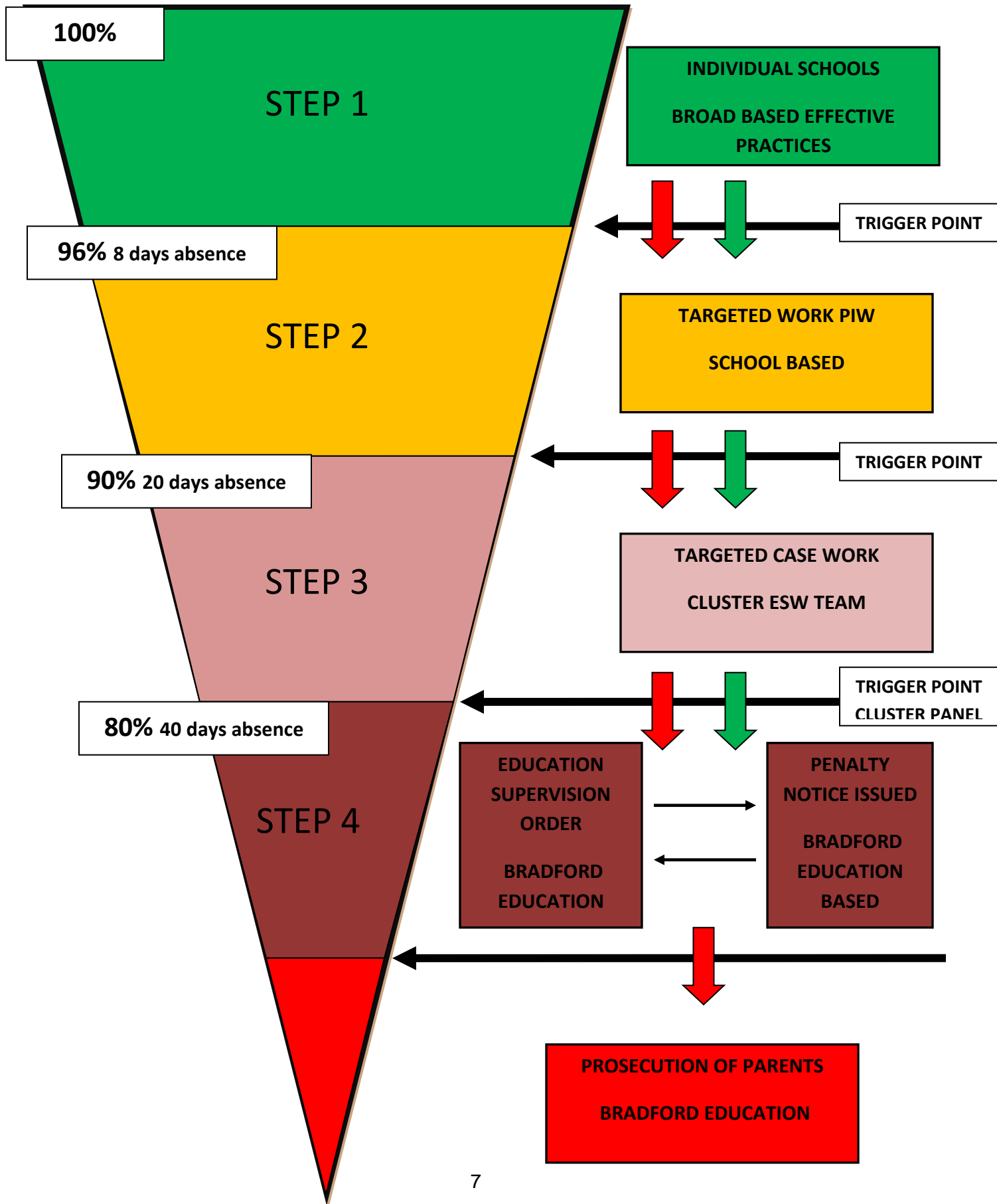
Attendance is monitored weekly for any emerging patterns below 95%. Parents will be routinely contacted if attendance falls below 90%. Referral to Bradford Children's Services Education Social Work (ESW) Service will be made for pupils below 85%.

**Review**

Yearly

Agreed by Governors  Date:	Full Governors	
	Finance and General Purposes	X
	Teaching and Learning	X
Chair of Committee	Dominic Whowell	
Written	December 2016	
Review	December 2017	

# IMPROVING ATTENDANCE AT WIBSEY PRIMARY SCHOOL



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For a generally healthy child, the following would apply:

1 DAY IS EQUAL TO 0.5128% OF A CHILD'S ATTENDANCE

½ DAY IS EQUAL TO 0.256% OF A CHILD'S ATTENDANCE

	% Attendance	Days Lost	
<b>OUTSTANDING</b>	100	0	
	99	2	
<b>GOOD</b>	98	4	
<b>SATISFACTORY</b>	97	6	
	96	8	2 SCHOOL WEEKS OF LOST LEARNING & £200 wasted
<b>UNSATISFACTORY</b>	95	10	
	94	12	
	93	14	
	92	16	
	91	18	
	90	20	4 SCHOOL WEEKS OF LOST LEARNING & £400 wasted
	89	22	
	88	24	
	87	26	
<b>TOTALLY</b>	86	28	
<b>UNACCEPTABLE</b>	85	30	
	84	32	
	83	34	
	82	36	
	81	38	
	80	40	1 (8WK) HALF TERM OF LOST OPPORTUNITY & £600 WASTED
	79	42	
	78	44	
	77	46	
	76	48	
<b>NEGLECT</b>	75	50	
	74	52	
	73	54	
	72	56	
	71	58	



	70	60	1 (12WK) TERM OF LOST OPPORTUNITY & £1200 WASTED
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