

Name of Policy: Attendance Policy	Version/Last Review Date: September 2016 (Version 2)
Statutory documents linked to policy:	Previous review date: May 2013 (version 1)
Other Policies linked to this policy:	Next Review Date: September 2019
Governor Committee Responsible	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn, has a day of religious observance or has agreed a period of home learning with the headteacher.

Rationale

It is our culture to support our families in all the ways we can. Working as a team, we aim to provide each child every opportunity to achieve their full potential. In order to do this it is essential that all pupils attend school regularly, and on time. To achieve our aims, it is, therefore, our duty to ensure that all parents and guardians understand the importance of regular attendance, the sort of absences we will and will not authorise and the procedures if your child needs to be absent from school.

The school has a duty to make our children's time at school interesting and worthwhile. Parents have a duty to make sure that their children attend. The school is committed to working with parents as the best way to ensure a high level of attendance in line with our Ethos.

The suggestions of parents and children about how to encourage attendance are especially welcome.

Parents

Your child should come to school every day

It is proven that poor attendance is often linked to poor performance in the classroom. This can result in your child struggling with their relationships with their peers, developing low self-confidence and experiencing a disrupted pattern to their education; all of which can be damaging in the long run.

Every half-day absence from school has to be classified by the school (not by the parents), as either *authorised* or *unauthorised*, and allowing a child to be absent without good reason is against the law and parents can be fined. This is why information about the cause of each absence is always required.

Arrival and Registration

All children should ready to come into school at 8.45 am each day. The register is taken twice a day. A day counts as 2 attendances.

Morning registration ends at 8.50 am. If a child arrives after the registration period he/she will be marked in as **Late**. After 9.10 am this will become an **Unauthorised Absence**. The afternoon register is taken at 1pm

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of fire as an appendix to class registers.

The register will be taken electronically at the start of each morning and afternoon. Data is sent remotely to the Office.

- Staff should ensure there is a mark in the box for each child present for each session
- Registers are marked at the start of the morning and afternoon sessions.
- Office staff update absence data daily following first day calling and by checking late book entries, letters, verbal and phone messages.

Codes for absence are applied using up to date DfES guidance.

Registers are checked regularly by the headteacher to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

Illness and Medical Appointments:

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

The school office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence. A member of staff will call home if contact is not made.

The Education (Pupil Registration) Regulations 1995

Section 8(1) "Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school"

Section 8(3) of this act gives the school discretionary powers to grant leave of absence for the purpose of annual holiday during term time.

Holidays in term time are not an entitlement and are strongly discouraged by the Government and WNA.

The Government has set a minimum attendance target of 95% of lessons, if you take two weeks holiday in term time that takes your child to less than 95%. The headteacher, at her discretion and having considered individual circumstances, may permit up to 10 days holiday after considering absence to date (but is not obliged to do so).

If you *must* take your holiday in term time, please look at the possibility of incorporating at least part of a school holiday into your requested holiday period.

Criteria by which the headteacher will make decisions concerning the authorisation of holiday absence:

- No absence will be authorised for children in their statutory test years of Year 2 and 6 from Easter until June half term for KS1 and at the end of the testing week for KS2
- Single days will only be authorised in exceptional circumstances e.g. A family wedding
- General attendance of pupils will be considered. If a child has had a significant number of absences for any reason they will not be able to "afford" to miss any further schooling
- The timing of the proposed holiday will be considered. One of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or new class
- The significance of the holiday to the child in terms of a learning or social experience. Is this a holiday for special circumstances or travelling overseas to see family?

Process for Requesting Holiday Absence

- By law applications must be made by a parent normally residing with the child
- Seek permission for authorised holiday absence before making firm bookings/arrangements/payments for your holiday
- Applications should be made in writing on the school form (attached) at least 1 month before the absence is due to begin and sent to the school office
- Absence will not be granted retrospectively
- After consideration of the above criteria, the headteacher will return the form to the parent giving or refusing authorisation for the absence with reference to absence to date

Holiday learning activities will not be set for completion during the holiday, but children should be encouraged to read and keep a diary of their experiences

Parents who decide to take a holiday without permission, will incur unauthorised absences for their child. These remain on a child's record and could result in court action.

If a child does not return to school within ten school days of the agreed return date after a family holiday in term time, then the school will consider removing the child from the school roll. The school has the right to do this under government legislation.

Parents needing exceptional circumstances to be considered for absences longer than ten days within one academic year, should make an appointment to discuss this with the headteacher well in advance.

Family Bereavement and Exceptional Circumstances:

Sudden, serious circumstances do occur, rarely, when it is impossible for a family to bring a child to school. It is essential that school is informed by the parent of the circumstances as soon as possible so that the appropriate code can be written in the register.

1. EWO/Other Agencies

The school will refer children to any other agency, where it is deemed appropriate, to offer support and guidance regarding attendance issues.

The school and the EWO will always seek to resolve attendance difficulties by agreement but, if other ways of trying to improve a child's attendance have failed, parents could be prosecuted, or an education supervision order could be imposed on the child.

2. Conclusion

Parents should feel supported and not threatened by the school's attendance policy. Parents should be aware of the attendance monitoring procedures are there to keep them informed so that appropriate action can be taken. Parents are welcome to discuss attendance concerns with the class teacher, Principal or the EWO (contact details from the school office) whenever they feel it is appropriate. The school's policy should be conveyed to the parents by the school prospectus, information/newsletters and by talking to them as and when appropriate.

Request for Absence in School Time				
Pupils are only in school for 190 days each year. There are 175 other days for holidays and other activities. 80% attendance represents 1 day off per week . 90% attendance represents 1 day off per fortnight .				
How to use this form:				
<ul style="list-style-type: none"> • Use for all absence other than sickness. • Return to the school well before the date of requested absence. • Use a separate form for each child and each absence. 				
Guidance:				
<ul style="list-style-type: none"> • Absence for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher. • Absence for more than ten school days in an academic year will not be authorised unless there are very exceptional circumstances. 				
Parent/Guardian to complete this section:				
Name of child:			Class:	
Dates requested:		Number of school days requested:		
Reason:				
Signed:			Dated:	
School Office to complete this section:				
Is this the first request for absence this academic year?			Yes/No	
Attendance 2016/17 %		Green	More than 95%	Satisfactory
		Amber	85% to 95%	Needs improvement
Colour Code: Green / Amber / Red		Red	Less than 85%	Unsatisfactory
Headteacher to complete this section:				
Your request is approved and the absence as set out above is duly authorised.		The code placed in the register will be:	Annual Family Holiday (up to 10 days)	H
			Extended Family Holiday (10 days +)	F
			Religious Observance	R
			Educated Off Site	B
			Attending Interview	J
			Medical/Dental Appointment	M
			Other Authorised Circumstance	C
			Approved Sporting Activity	P
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:				
Reason:				
Signed:		Date:		

