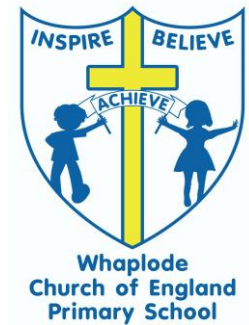




**Whaplode (Church of England) Primary School**  
Mill Lane, Whaplode, Spalding, Lincolnshire  
PE12 6TS

**Phone:/Fax: 01406 370447**

**Head Teacher: Mrs A Flack**



## **WHOLE SCHOOL ATTENDANCE POLICY 2016**

### **1. Introduction**

- Regular school attendance is essential if children are to achieve their full potential.
- We value all pupils and we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.
- We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them enabling them to become emotionally resilient, confident and competent individuals who are able to make a positive contribution to their community.
- We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

### **2. Legal Framework**

- Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday.

### **3. Categorising absence**

- Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. From September 2014, a parent must inform the school every day of absence, for illness.
- Where a parent does not phone in, the School Administrator will phone to check why the child is absent. A record will be made stating that the school had to contact home.
- The School Administrator will contact home every day of a child's absence if parents have not contacted the school. If after 5 days, no reason has been given from an absent child's parents, the school will implement the county's procedure for Children Missing Education.

#### **Absence will be categorised as follows:**

- **Illness** In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.
- **Medical/Dental Appointments** Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day.

- Other Authorised Circumstances This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement.
- Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.
- Leave of absence Parents are **strongly** advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday. Parents will be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

However, leave in any one school year **may** be granted, in exceptional circumstances, at the discretion of the Headteacher and Governing Body.

Parents wishing to take their child on a leave of absence during term time must send a written request to the head teacher **before** holiday arrangements are made.

If the permission to take leave is not granted and the pupil still goes on leave, the absence will be **unauthorised**.

Only in **exceptional circumstances** will absences be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the holiday needs to be taken during term time.

- Religious Observance We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

- Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. Whaplode Church of England Primary School will follow County guidance to protect Traveller parents from unreasonable prosecution for non-attendance.
- Late Arrival Registration begins at 9:00 a.m., pupils arriving after this time will be marked as present but arriving late (code L). The register will close at 9:30 a.m. Pupils arriving after the close of register will be recorded as late. This will not be authorised and will count as an absence for that school session. (code as U)
- Unauthorised absence Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

#### 4. Persistent Absenteeism

A pupil becomes a 'persistent absentee' when their attendance falls below 85% across the school year, for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark, or is at risk at moving towards that mark, is given priority and we will inform parents and carers immediately. PA pupils are tracked and monitored carefully and we also combine this with academic tracking where absence affects attainment.

Any pupil whose attendance falls below 85%, and their parent, will be set a short term attendance target which will be reviewed within a specific time.

## **5. Deletions from the Register**

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil

We will follow Lincolnshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## **6. Roles and Responsibilities**

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions
- Nominate a member of the governing body to work with the attendance lead, in the role of 'attendance governor'.

The Head Teacher will:

- Inform the governing body of the current attendance level at every meeting of the full governing body.

Attendance lead will:

- Discuss with parents any concerns of persistent absence or lateness raised by class teachers.
- Complete and sign 100% attendance certificates.
- Monitor weekly, termly and annual attendance data and highlight to teachers and SLT any low attendance concerns.
- Analyse attendance data, looking for patterns of absence.
- Interpret data to devise solutions and to evaluate effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Prepare letters to inform parents when a child's absence is giving cause for concern and is this being monitored.
- Organise weekly, termly and annual award systems across the school.
- Organise the 100% attendance display.

Office staff will:

- Inform class teachers of daily absence messages.
- Contact parents on the first morning of absence if there has been no message from parents.
- Contact parents daily when a child is absent due to ill health if there has been no message from parents. (from Sept 2014).
- Inform the attendance lead of the need to implement Children Missing Education procedures if a child has not attended school for five days and the school has received no message from the parent.
- Print off weekly, termly and annual data for attendance lead.
- Print off attendance summary sheets and related letters for individual children at the end of each term and send to parents.

Teachers will:

- Take registers at 9.00am and 1 pm.
- Send the register to the office after completion.
- Enter the correct code for absence, if known.
- Discuss issues of persistent lateness or absence with parents.
- Inform attendance lead of any persistent absence or lateness.
- Make all pupils aware of the importance and significance of good attendance and punctuality.
- Be a positive role model for attendance and punctuality.

Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term-time, where this is unavoidable, send a written leave request to the Head Teacher in advance of booking the holiday.

Pupils will:

- Attend school regularly.
- Arrive to school on time and be appropriately prepared for the school day.
- Inform a member of staff of any problems or reason that may hinder them from coming to school.

## 7. Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

The Head teacher will report on current attendance data to Governors at each Full Governors meeting.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

All information shared will be done so in accordance with the Data Protection Act 1998.

## 8. Support Systems

School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Letters of concern
- Phone calls to parents
- Attendance panels
- Referrals to support agencies
- Reward systems
- Referral to EWO for support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

In extreme cases where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, we will consider the use of legal sanctions via the Education Welfare Services on behalf of Lincolnshire county Council.

Appendix 1 – Letter 1

Whaplode Church of England School

<Date >

<Address>

<Address>

<Address>

<Address>

Re: Name of pupil dob

Dear <Name of Parent>

In accordance with our procedure to improve attendance and achievement, I am writing to you because your child's attendance has fallen to ..%. A copy of the attendance record is enclosed.

An attendance of less than 80% means an average of at least one day off every week and this will harm your child's future if it is not improved. I realise that there may be good reason for your child's recent absence and you may have already told us about it. However, it is vital that all pupils at our school attend at least 95% of the time and therefore we will be monitoring your child's attendance.

With your support, I would expect your child's attendance to improve. If it does not, you will be invited to a meeting with the Headteacher to discuss your child's attendance and any support the school can give.

If you have any concerns or wish to discuss this further, please do not hesitate to contact the school.

I look forward to seeing an improvement in ..... 's attendance.

Yours sincerely

Alison Flack

Headteacher

**Appendix 2 – Letter 2**  
**Whaplode Church of England School**

<Date >

<Address>

<Address>

<Address>

<Address>

Re:    Name of pupil            dob

Dear <Name of Parent>

On <date> I wrote to you advising that .....’s attendance had fallen to ...%. Unfortunately, there has been no significant improvement in his/her attendance and this is continuing to cause concern. A copy of the attendance record is enclosed.

I must remind you that parents and carers have a responsibility to ensure their children receive an adequate education under section 444 of the 1996 Education Act. It is important that any issues that may be the cause of this poor attendance are addressed as soon as possible. You are invited to attend a meeting at school with the attendance lead on <date> at <time> to discuss your child’s attendance and offer our support in improving this.

If you are unable to attend on this date please contact the school to arrange a mutually convenient time.

Please complete the reply slip below to confirm you will be attending this meeting.

Yours sincerely

Alison Flack  
Headteacher

cc     Education Welfare Officer

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**Attendance Meeting <date>**

Child’s Name:.....

I will/will not be able to attend the attendance meeting on <date>

Signature:.....

**Appendix 3 – Letter 3**  
**Whaplode Church of England School**

<Date >

<Address>

<Address>

<Address>

<Address>

Re:    Name of pupil            dob

Dear <Name of Parent>

Following our meeting on <date>, I note that there has been no significant improvement in <pupil's name>'s attendance. <Pupil's name>'s attendance for this academic year has fallen to ...%. A copy of the attendance record is enclosed.

You are invited to attend a School Attendance Panel meeting on <date> to discuss the concerns around his/her attendance. The school's Education Welfare Officer, ....., will also be present at the meeting.

If you are unable to attend this meeting, please contact the school to rearrange. Please complete the reply slip below to confirm you will be attending.

Yours sincerely

Alison Flack

Headteacher

cc     Education Welfare Officer

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**School Attendance Panel Meeting <date>**

Child's Name:.....

I will/will not be able to attend the attendance meeting on <date>

Signature:.....



**Appendix 4 – Letter 4**  
**Whaplode Church of England School**

<Date >

<Address>

<Address>

<Address>

<Address>

Re: Name of pupil      dob

Dear <Name of Parent>

Following our School Attendance Panel meeting on <date>, I note that there has been no significant improvement in <pupil's name>'s attendance. <Pupil's name>'s attendance for this academic year has fallen to...%. A copy of the attendance record is enclosed.

It has now become necessary to refer <Pupil's name> and the concerns around his/her attendance to the school's Education Welfare Officer, Deb Claydon. She will contact you in due course.

Should you have anything you wish to discuss concerning this matter, I will continue to be available. Please contact the school should you require an appointment.

Yours sincerely

Alison Flack  
Headteacher

cc      Education Welfare Officer

## Appendix 5 - Lateness

### Whaplode Church of England School

<Date >

<Address>

<Address>

<Address>

<Address>

Dear <Name of Parent>

Our attendance records show that <name of child> has been late on <number of lates> occasions since the start of this term.

We are sure you will understand lateness can be very disruptive to the school day. Missing the start of lessons means instructions and other essential information will have to be repeated, which will delay the start of lessons and young people's learning.

The school day starts at 9:00 a.m. and register closes at 9:30a.m. Late arrival after this time will be marked as unauthorised absence.

If you are having problems getting your child to school, please do not hesitate to contact us to see how we can work together to resolve the situation.

I look forward to seeing an improvement in <name of child>'s punctuality.

Yours sincerely

Alison Flack

Headteacher

cc Education Welfare Officer

**Appendix 6 – Absence**

**Whaplode Church of England School**

<Date >

<Address>

<Address>

<Address>

<Address>

Dear <Name of Parent>

Our records show <name of pupil> was not at school on the date/s listed below. Currently, we do not have any explanation for this absence. If you have already sent a note, please make sure <name of pupil> has given it to their class teacher. If no note is received, this absence will be coded as unauthorised and this will remain on your child's attendance record.

We ask that parents/carers contact the school on the first day of a child's absence. The telephone number for the school is: 01406 370447.

Beside the dates below please enter the reason <name of pupil> was absent. If you were unaware of the absence enter a question mark:

<Date>:

<Date>:

<Date>:

<Date>:

Signed Parent/Carer \_\_\_\_\_

Please return this letter to the school office.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact the school.

Yours sincerely

Alison Flack

Headteacher

cc Education Welfare Officer

## Appendix 7 – Doctor’s Note

### Whaplode Church of England School

<Date >

<Address>

<Address>

<Address>

<Address>

Dear <Name of Parent>

Since the start of the school year <name of pupil> has been absent from school for <number of days> days due to illness. This is concerning as it means <name of pupil>’s attendance overall is <percentage absence>, which is significantly below what the school expects. We understand that some absence due to illness is unavoidable. However it is important the school are aware of any on-going health problems so we can put the correct support in place.

We are sure that you are aware that every school day counts and missing any time from school results in lost learning. We want to support <name of pupil> and make certain that <he/she> does not get behind with work or miss out on any opportunities school offers.

Due to the large amount of illness absence <name of pupil> has had, we will require a doctor’s note or appointment card for any future periods of absence relating to illness.

We will continue to monitor <name of pupils> attendance. If you wish to discuss <name of pupil> attendance with us please contact the school on 01406 370447. I will be happy to talk with you or arrange a meeting if required.

Yours sincerely

Alison Flack

Headteacher

cc Education Welfare Officer