

Policy Adopted:	2016	Category:	Statutory
Review Date:	2020		

Whitmore Primary School & Nursery



Attendance Policy

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Objectives:

All pupils to attend regularly.

All pupils to arrive on time.

School to be notified of absence on the first day.

Procedures:

The school will make parents/carers aware of the attendance information in the school prospectus. Attendance is a high priority. On the first day of a child's absence parents/carers should have phoned the school before 9.00 am. (They can leave a message on the absence line or speak to someone in the office.) If a parent/carer has not telephoned we will telephone them.

Every reason for absence will be recorded. If a child answers the telephone or there is no reply, it might be necessary to contact Social Services. The school will use their discretion in this matter.

All the registers will be regularly monitored. There might be a pattern of absenteeism, picked up by the class teacher or the office staff and this should be reported to the Headteacher. In the case of persistent absence for illness, evidence of a visit to the doctor will be required. This will be reported to the Attendance Officer, who will invite the family into school to attend a School-Based Meeting ('SBM'). There will be an option to change the date of this meeting once, if they do not attend then there will be a School Attendance Meeting ('SAM') with MECES.

Occasionally, children have not attended school because of family problems. Families will be referred to our Inclusion Manager who will decide whether the family needs support from outside services including Social Care or MECES.

If a parent/carer has not responded to the concerns of the school and the attendance does not improve, a series of letters will be sent highlighting the fact that MECES is now involved. Occasionally, the school will ask MECES to attend a meeting with the parent/carer in the school. These meetings can result in prosecution.

Certificates are given for attendance over 95% as well as special certificates for 100% attendance annually. At the end of the year children with 100% attendance will be mentioned in the school newsletter. Classes are given a certificate for excellent weekly attendance.

Lateness

Morning session begins at 8.50am in KS1 and 8.45am in KS2.

In-class registers close at 8.55am and 8.50am respectively.

Children arriving after 8.50/8.55am will be marked as L (late).

After 9.00am lateness is recorded as 'U' (late after register closed)

A mark of 'U' is an unauthorised mark

If children are persistently late, this will be brought to the attention of the parents/carers verbally or by letter from the school. A subsequent check will be made on these children after a further period. If punctuality has not improved, the school will send a second letter to the parents to indicate our

concern and to indicate that the Attendance Officer is aware of the problem. If, after a further period, punctuality has still not improved the Attendance Officer will be notified and asked to assist, and the parent/carer informed by a third letter from the school.

Term-Time Holidays

There have been no changes to policy since a letter was sent on 10 September 2013 to Parents/Carers on the subject of Term-Time Holidays with the following content:

The education regulations set by the Department of Education used to allow Headteachers to grant leave of absence for the purpose of a family holiday during term time; please be aware that this is no longer the case.

Amendments to the regulations for family holiday and extended leave are made clear by the Department of Education that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

From 1 September 2013, if you remove your child for circumstances other than exceptional, a penalty notice (fine) to each parent/carer will be issued by Essex County Council. This is to ensure your child's regular attendance at school. The timescale for paying a penalty notice is £60 (if paid within 21 days) or £120 (if paid within 28 days).

If you wish to read the guidelines set by DoE, see:-
www.education.gov.uk/schools/pupilsupport/behaviour/attendance.

This rendered the school's holiday application form redundant, therefore since September 2013 if parents wish to apply to the Headteacher for term-time absence due to exceptional circumstances they are asked to write a letter to the Headteacher.

At Whitmore Primary School & Nursery we are committed to regular attendance and punctuality. We will offer support and advice to ensure every child receives the education to which they are entitled.

Individual annual figures for attendance and lateness are featured on pupil reports.

School annual figures are published in the Annual Report to Parents.

Updated April 2016