

WIGMORE SCHOOL POLICY

2.2a Pupil Attendance (Primary)

Introduction

Wigmore Primary School gives the highest priority to encouraging, monitoring and supporting the highest possible levels of pupil attendance. Attendance at school is vital to ensure that children receive a broad and balanced education and that progress is maintained. Every opportunity must be taken to ensure parents and pupils are aware of the importance of high attendance. We expect all children to attend every day as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of a positive attitude towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

Definitions

- **Authorised Absence** – An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer.
- **Unauthorised Absence** – An absence is classified as unauthorised when a child is away from school without the permission of *both* the school and a parent. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Encouragement of high attendance

1. Certificates and badges are given to pupils who have completed 100% attendance in any one term. A Gift Voucher is awarded for 100% attendance for an academic year. This raises the profile of good attendance in assemblies throughout the year.
2. A statement of attendance is included in every pupil's end of year report.
3. The class with the highest attendance for a half term receives a gift for their classroom. A healthy competition exists between the year groups.
4. A display in the school hall communicates our current whole school attendance. Information on which classes are currently 1st, 2nd and 3rd in the attendance competition is also displayed.
5. A colour coded system is used for monitoring attendance (see Appendix 1). This is displayed in each classroom and throughout the school to reinforce the expectation of 95+% attendance and the importance of excellent attendance.
6. Whole school attendance and the names of children who have achieved 100% attendance are reported in newsletters at the end of each term.

Punctuality

Pupils arriving in school after registers have been taking (8.50am) are recorded as

late. If lateness is a concern parents are contacted and invited to discuss any issues regarding punctuality with the class teacher / member of the leadership team.

Reporting Absence

1. It is the parent/guardian's responsibility to inform the School by 9.00am on the first day of absence, the reason for their son/daughter's absence. Notification may be sent to the school prior to the day of absence, For example, if the child has a medical appointment.
2. Where a child is absent from school and no contact has been made by the parent/guardian, the office will take immediate action by contacting the parent/guardian in order to check the safety of the child.

In order to reinforce these responsibilities, the School will look for appropriate opportunities to communicate this attendance policy. The school website, pupil handbook and the school's regular newsletter provide opportunities to remind parents of the following:

- a. it is the parents' legal duty to ensure that registered pupils of compulsory school age attend the School regularly and that they risk prosecution if they fail in this duty.
- b. which categories of pupil absence can be authorised and which are always unauthorised.

Requests for leave of absence

The current law does not give any entitlement to parents to take their child on holiday during term time. As a school, we do not normally grant permission for any absence for the purposes of a family holiday. Absence from school due to a family holiday is recorded as unauthorised and the Education Welfare service is informed if the absence is for five school days or longer; they may then issue a penalty notice to parents. Where a fine is issued for an unauthorised holiday and paid, the attendance of the pupil will be monitored and additional unauthorised absences, including holidays, could lead to further legal action. In exceptional circumstances parents are asked to apply in writing to the Headteacher for permission to take a holiday during term time.

Monitoring of attendance

1. A weekly attendance meeting is held where the Senior Deputy Headteacher & member of admin team responsible for attendance discuss attendance and review the attendance spreadsheet to look for patterns and concerns.
2. If any pupil is absent for 10 consecutive school days (two weeks) and no reasonable explanation has been provided a referral will be made to the LA identifying them as a child missing from education.
3. Class teachers are given regular updates on attendance during the year. If a child has a repeated number of unauthorised absences, generally poor attendance or a predictable pattern of absence, the parent/carer will be informed at parents' evening and the issues will be discussed.

4. For children whose attendance dips below 92%, parents/carers will receive a letter warning that attendance is becoming a concern. They will be encouraged to discuss the problem with the Senior Deputy Headteacher and the necessary support will be provided.
5. If a welfare problem at school is identified, the class teacher and appropriate member of the leadership team will work together to ensure that the child's academic work and social development will be closely monitored and that the child and parents are supported.
6. When the School becomes concerned that the child's education is being affected by regular absence, the Education Welfare Service will be informed. This may result in a warning letter or fine.
7. The Head teacher will include the percentage attendance figures for each year group and the overall School attendance figures in his termly report to the Governors.

Person Responsible	Sarah Steer
Last Updated	September 2016
Review Date	September 2017

Attendance Targets

100%	Gold Standard
95+%	Green Standard This is expected standard. You have every chance of achieving in all your subjects
92% - 95%	Amber Standard Not good enough. You are putting your educational achievements at risk
<92%	Red Standard This is "The Danger Zone". You are unlikely to achieve your targets