



Waynflete Infants' School
Academy for Early Learning

Attendance and Absence Policy

Three yearly review

Delegated to Headteacher

Date next due for review	Date reviewed by Headteacher	Any Changes YES/NO Comments
September 20	15 th September 2020	
September 21	23 rd September 2021	YES updated in line with TSB policy
September 24		

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Statement of intent

Waynflete Infants 'School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

The Governors of Waynflete Infants' School believe the pupils deserve the best possible education. To this end, the children are best served by receiving consistent learning and teaching. We aim to achieve this by seeking to ensure that each child maintains the highest possible level of attendance and punctuality by implementing procedures that will assist in ensuring good attendance and consistency of approach throughout both key stages.

Apart from having a direct effect on the quality of education received, good pupil attendance represents a significant impact on the opportunity for each child to reach their full potential. Waynflete Infant school positively encourages good attendance.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2021) 'Keeping children safe in education (2020)'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Children Missing Education Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when planning to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The school administration officer is responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Have been permanently excluded.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason

4. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of safeguarding.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

5. Pupils at risk of persistent absence (PA)

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The Head Teacher will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with EIP teams.
 - Using fixed penalty notices.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of PA, the school will:

- Meet with parents and children to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Keep regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND

6. Absence procedures

Parents will be required to use study bugs and log that their child is not in school and the reason for their absence. If they are unable to use study bugs then contact with the school office via telephone as soon as possible on the first day of their child's absence.

A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If a pupil's attendance drops below 90 percent, the Head Teacher will be informed, and a letter will be sent to the parents with concerns with a figure of attendance to achieve within a specified time frame. If this is not achieved a formal meeting will be arranged with the pupil's parent where an action plan will be written.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Procedures for monitoring attendance

- The school administrative staff meet regularly with the Headteacher to discuss any child with persistent lateness or attendance which has fallen below 90/95%.
- If, after the initial review, children are identified as causing concern, or are identified as persistent absentees, the Headteacher will meet with the parents to set targets for improvement.
- The Headteacher will discuss each class's attendance on a termly basis with the appropriate teacher during pupil tracking reviews.
- The class teacher will discuss any attendance issues with the parent at their child's pupil progress meeting.
- The study bugs website will be accessed each day to pick up messages about sickness.
- Attendance is reported at least termly to the Full Governing body meeting and in each Head Teachers report.

Procedures for following up absence and lateness

- If a pupil is absent without an explanation being received, the school will contact the parents, wherever possible, on the first day of absence. If an explanation is deemed to be unsatisfactory, the Headteacher will contact the parents.
- If a pupil is persistently (or intermittently) absent, the Headteacher will write to the parents and invite them to attend a meeting at school.

- If a pupil is persistently absent or late, and the school's efforts to affect an improvement have been unsuccessful, the situation will be discussed with the Education Entitlement Team or external agencies as appropriate

Responsibilities

Good attendance and punctuality at WIS are the responsibility of everyone in the school community.

Pupils All pupils are expected to attend school regularly and punctually, and to participate fully in the lessons.

Parents/Carers are responsible:

- For ensuring that their child(ren) attends school regularly, punctually, properly dressed and equipped, and in a fit condition to learn.
- For notifying school on the first day of absence.
- For avoiding making medical and dental appointments during school hours, where possible.

School will endeavour to encourage good attendance and punctuality by personal example. Attendance is the responsibility of all school staff and will liaise closely with parents.

Governors are responsible for reviewing and monitoring pupil attendance. A report will be made to the Full Governing Body each term through the Head Teachers Report.

Parental involvement

The school will build respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

7. Attendance register

All class teachers will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

8. Lateness

The school will regard punctuality as of the utmost importance and lateness will not be tolerated.

The school day starts at 8.55am. Pupils should be in their classroom at this time.

9. Term-time leave

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence

which is presented, before authorising term-time leave. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be considered.

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

10. Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

11. Appointments

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by staff. Pupils will be expected to attend school before and after the appointment wherever possible.

12. Rewarding good attendance

The school will acknowledge good attendance in the following way:

- Attendance certificates

13. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed every three years by the headteacher. The next scheduled review date for this policy is September 2024

Any changes made to this policy will be communicated to all relevant stakeholders

Attendance Monitoring Procedures

Waynflete Infants School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
2. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
3. If a pupil's attendance falls below 92 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard.
4. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored, and the Head Teacher contacts the parents to discuss this.
5. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the Head teacher and set targets for their child. If parents are unwilling to cooperate advice will be sought from the EIPT.
6. After the two-week monitoring period, and if targets are met, a letter is sent home to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.
7. If targets are not met, the classroom teacher makes a referral to the EIPT and the school will work alongside the EIPT.