

Winterbourne Valley CE VA First School

Pupil Attendance Policy

Responsibility: Full Governing Body
Last Reviewed: 7 February 2022
Review Period: 3 Yearly
Next Review Due: February 2025

INTRODUCTION

1. Our schools will offer an environment in which pupils feel valued and welcome.
2. Pupils will know that their presence is important.
3. The governing body delegates to the headteacher the keeping of the attendance registers. The registers are kept updated on a daily basis by the teacher and office staff. Registers of pupils' attendance are statutory documents.

RIGHTS AND RESPONSIBILITIES OF PARENTS/CARERS

4. Parents are responsible for ensuring that their child attends school regularly, punctually, properly equipped and in a fit condition to learn.
5. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible on the first day of absence - by phone call or message.
6. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is received.
7. Attendance will be raised with parents prior to commencing school.
8. Parents will be informed if concerns about attendance arise and be given the opportunity to discuss these concerns with a member of staff.
9. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the class teacher and should the need arise, from the Head of School.

PUPILS

10. Pupils should be aware of the importance of maintaining their attendance at the highest possible level. This will be encouraged through positive strategies and rewards.
11. All pupils are expected to attend school regularly and punctually.
12. Attendance will be monitored using individual attendance records.

GOVERNORS

13. The Head of School will report termly to the governing body on attendance matters and attendance information will be incorporated in the annual reports to parents.

SCHOOL

14. Staff will endeavour to encourage good attendance and punctuality.
15. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). Staff will respond to absenteeism firmly, consistently and with care.
16. The school will employ a range of strategies to encourage good attendance and punctuality and will promptly investigate all absences, liaising closely with parents.

17. **Registration.** Approved Education Activity - Time out of school to take part in:

- (1) Sporting activity.
- (2) Educational visits i.e. to other schools.
- (3) Lessons in other schools

are recorded as present, even though the pupil is not physically on the school premises.

18. **Unauthorised Absence.** Absence will not be authorised for:

- (1) Family holidays (unless in exceptional circumstances – see below).
- (2) Shopping.
- (3) Looking after family members.
- (4) Birthdays or similar events.
- (5) Theatre Visits / Concerts.

- (6) Any work (paid or unpaid) undertaken in school hours.

19. **Holidays in Term Time.**

(1) Exceptional Circumstances. Heads of School cannot grant leave of absence during term time for family holidays unless there are exceptional circumstances. Any absence due to family holidays will be recorded as unauthorised. If circumstances are deemed exceptional a maximum of 10 days may be granted.

(2) Persistent Absenteeism. If a pupil is persistently absent and the school's efforts to effect an improvement have been unsuccessful, the matter will be referred to the Locality Team.

(3) Sickness. Pupils who are absent through sickness for an extended time (over 2 weeks) will be provided with work to be completed at home and will be re-integrated back into school on their return as appropriate.

20. Following up Lateness and Absence.

(1) Parental Responsibility. It is a parent's responsibility to contact school as soon as possible on the first day of absence.

(2) Contact with Parents. If a pupil is absent regularly, or unnecessarily, the school will contact parents, to notify them of the school's concern and emphasising statutory obligations to ensure children attend.

(3) Guidance. Once the school has exhausted all actions outlined in the guidance issued in "School Attendance – Good Practice and Procedures" with no improvement a request for involvement will be made to the Locality Team. Consultation between the school and the Locality Social Worker will be arranged to set targets for, and to support poor attendees. Other services e.g. Child and Family Guidance will be consulted where appropriate.

(4) Liaison with Other Schools. Regular liaison between feeder first school and middle schools will be sought in order to identify pupils who may require extra support during the transition.

21. Promoting Attendance. The parents of every child of compulsory school age are legally required to ensure he/she receives an efficient, full-time education suitable to his/her age, ability and aptitude, and to any special needs he/she may have, either by attendance at school or otherwise. Failure to do so is an absolute offence.

22. Registration. (Section 444, 1996 Education Act) Registers will be taken punctually each day at the published registration time. If a pupil arrives after registers close (20 minutes after the published register time) he/she should report to the school office. When a pupil misses registration altogether and fails to provide an adequate explanation then that pupil will be marked as an unauthorised absentee for the session.

23. Authorised Absence. Absence will be authorised for:

(1) Sickness.

- (2) Unavoidable medical/dental appointments. Whenever possible, medical/dental appointments should be made outside school hours.
- (3) Exceptional circumstances such as:
- (a) Emergency Services personnel and other employees who have restricted holiday periods and are prevented from taking holidays during school holidays.
 - (b) When a family needs to spend time together to support each other during or after a crisis.
 - (c) Parents who are subject to a strict and non-negotiable holiday rota and evidence is provided to this effect eg, prison employees.
 - (d) Attendance at an immediate family member's wedding.
 - (e) Attendance at an immediate family member's funeral.
 - (f) Leave following the return of a lengthy absent parent ie. from military service.