



Encouraging Pupil Attendance

School Vision

Excellent Learning and Friendship

## **Pupil Attendance**

Regular and punctual attendance at West St Leonards Primary academy is essential to ensure uninterrupted progress and to enable pupils to achieve their full learning potential. Pupils need to attend regularly if they are to take advantage of the educational opportunities available to them by law. This applies to all pupils registered in the Academy.

## **Aims and Purposes**

- To actively promote and celebrate 100% attendance for pupils
- To achieve a minimum of 95% attendance for all pupils for the academic year
- To create an ethos in which good attendance and punctuality are recognised as the norm and are valued by the Academy.
- To promote positive attitudes towards coming to the Academy and learning in a place where pupils feel safe, secure and valued.
- To establish a pattern of monitoring attendance on a regular basis, dealing with difficulties as they occur.
- To recognise the key role that all stakeholders play in promoting good attendance, pupils, parents and carers, staff and governors.

## **Incentives and Celebrations**

- Weekly award for best attending class at the Principal's Assembly each Monday.
- Termly 100% certificates presented each term with prizes.
- End of year academic 100% attendance reward.

## **Parental Responsibility**

Regular and punctual attendance at school is both a legal requirement and essential for children and young people to maximise their education opportunities. Parents and carers must ensure they understand the responsibility placed on them for making sure their child attends regularly and punctually.

## **Definitions**

### **Authorised Absence**

An absence is classified as authorised when a child has been away from the Academy for a legitimate reason and the Academy has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the Academy to

explain the absence. Only the Academy can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

### **Unauthorised Absence**

An absence is classified as unauthorised when a child is away from the Academy without the permission of the Academy. Therefore the absence is unauthorised if a child is away from the Academy without good reason, even with the support of a parent.

### **Lateness**

Pupils will be marked as late before registers close if they arrive after 8:55 a.m. up until 9:10 a.m. If pupils arrive after this time they will be considered as late after registers have closed. This is then considered an unauthorised absence.

### **Illness and Medical Appointments**

We ask if medical appointments can be arranged outside of Academy times or in Academy holidays, but we do understand that sometimes this is unavoidable. If you do take your child to an appointment during Academy time, please provide the office with sight of the appointment card or hospital letter. To enable the academy to provide support where required we would ask parents and carers to inform us if your child is ill or has any problems with their health. If your child becomes ill whilst they are attending the Academy, we will inform the parent or named contact.

If your child has any specific medical conditions it is important that you provide staff with this information. We would ask parents and carers to monitor their children and return them to the Academy as soon as possible. If you are in doubt please check with the Academy or refer to the following link:

<https://www.gov.uk/government/publications/infection-control-inschools-poster>.

Head Lice – Please check your child's hair on a regular basis. It is always important to remember that a second treatment is required after the initial treatment in order to fully eradicate head lice. Please note it is not expected that a child is taken out of the Academy due to having head lice. If there is an outbreak within your child's class we will send out a letter to check your child's hair.

Where over a course of an academic year a pupil has repeated periods of illness the Academy will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of prescription.

## **First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent, we then initiate a first day contact process.

Administrative staffs check all the registers from 9:00m – 9:30 on a daily basis to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

## **Children Missing Education**

If families move away from the area, or wish to transfer their child to another school, the Principal must be informed in writing. Children cannot be removed from the school roll until we have been notified by another school that a place has been offered and accepted. Children who stop attending and who cannot be traced cannot be removed from the school roll. They are reported to the Local Authority Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

## **Term Time Holidays**

We strongly advise against taking your child on holiday during term time as they will miss out on vital parts of their education. All holidays taken in term are unauthorised and could be subject to a fine by the Local Authority.

## **Addressing Attendance and Punctuality Concerns**

The Academy expects punctual attendance of at least 95%. It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Principals and Local Governing Body to support good punctuality and attendance as well as to identify and address attendant and punctuality concerns promptly. Concerns regarding pupil attendance or punctuality are raised via letters which are sent home. We send out Red ( less than 90% Attendance) , Amber ( 90.1% - 94.9% Attendance) or Green ( 95+%) letters over the course of the year. Red letters may trigger an invitation to a meeting and we offer parents and carers the opportunity to discuss the reasons for the absence. Support may be offered by the Academy from the Attendance Officer. Persistent Absence will be reported to the Local Authority and the ESBAS Team. Ultimately this can lead to a fine for non-attendance. A child who is late five times in a term will trigger unauthorised lateness, a warning letter and then a referral for a fine from the LA.

## **Monitoring Attendance**

The Administration Team has the responsibility for ensuring all of the attendance data is accurately recorded on the SIMs attendance software. Regular meetings are held with the Senior Leadership Team to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents. Attendance features on the agenda for each Local Governing Body meeting. Attendance will be raised with parents at Parent Consultations events. The Leadership Team will conduct regular late sweeps with ESBAS to improve attendance.

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