



TRANSFORMING FUTURES COLLABORATIVELY



The Rose Learning Trust

**Pupil Attendance
and
Punctuality Policy**

Sep 2021 to Aug 2022

Contents

Introduction	3
Expectations	3
The Law relating to attendance	4
The Law relating to safeguarding	4
Medical	5
Absence requests	5
Requests for absence during term-time.....	5
Celebrating and rewarding good attendance.....	6
Absence Procedures for parents/carers	7
Personal Details.....	7
Moving to a different school or school	7

Rationale

Woodfield Primary School, in conjunction with all schools in The Rose Learning Trust, believe that good attendance is essential if pupils are to gain the maximum benefit from school in acquiring the educational and social skills to equip them for life.

We aim to achieve good attendance by operating an attendance policy within which school staff, parents, the Educational Welfare Service and all other appropriate agencies can work together in partnership.

Introduction

Woodfield Primary School is a successful school and your child plays their part in making it so. We are committed to providing a quality education for all our pupils. This can only be achieved with full attendance and the school will do its best to ensure maximum possible attendance, so that any problems that interfere with good attendance are identified and remedied as soon as possible.

For your child to gain the greatest benefit from their education it is vital that they attend regularly, on time and every day that the school is open. Pupils should only be absent if it is completely unavoidable.

Why regular attendance is so important:

Learning: Any absence affects the pattern of a pupil's schooling and regular absence seriously affects their learning. Any pupils' absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at the school is your legal responsibility and permitting absence from the school without a good reason creates an offence in law and may result in prosecution.

Many parents and carers think it is okay to go on holiday during term time, this has a negative effect on their children's learning and ability to achieve. If your child goes on holiday during term time, they are absent:

10 days absence = 95% attendance

19 days absence = 90% attendance

Children with over 90% attendance are more likely to gain five or more A-C GCSE's or equivalent qualifications.

Safeguarding: Your child may be at risk of harm if they do not attend the school regularly. Safeguarding the interests of each pupil is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend the School on a regular basis will be considered as a safeguarding matter.

Expectations

We expect the following from all of our pupils:

- That they will attend the school every day it is open, achieving a minimum of 97% or above attendance, unless they are genuinely ill.
- That they will be appropriately prepared for the day.

We expect the following from parents/carers in supporting the Home School Agreement with regards to attendance and punctuality:

- To ensure all pupils attend the school regularly and on time in full support of the school's attendance policy.
- To ensure they contact the school immediately whenever their child is unable to attend, using the telephone number 01302 853289 or email to: admin@woodfield.doncaster.sch.uk
- To contact the school in confidence whenever they have a problem concerning attendance or punctuality.
- Not to arrange a holiday in term time.
- To respond to any attendance letters of concern immediately.
- To make every effort to arrange dental and medical appointments out of the school day.
- That telephone contact numbers are available and if changed, the school is informed immediately.

Parents can expect the following from Woodfield Primary School

- Regular, efficient and accurate recording of attendance.
- The office staff will note all registration marks in Arbor by 09:15am.
- Voicemails must be listened to and acted upon, emails will also be checked.
- Any pupil whose whereabouts is unknown must be followed up by 10:00am. All adults on the pupils' contact list must be called. If the pupil's whereabouts cannot be ascertained from any contact, then a home visit will be undertaken by school staff.
- If the home visit does not provide satisfactory evidence of the pupil's whereabouts, then school may telephone the police.
- Celebrate and reward good and improving attendance through competitions, challenges and certificates.

- Contact parents if it is felt that attendance is impacting on progress.
- Discuss with parents any problems regarding attendance and punctuality, including support for families to improve their child's attendance where necessary.
- Refer pupils with poor attendance to external agencies for additional support.
- Support families when there is a problem of long-term illness which impacts on attendance.
- Report attendance regularly including as part of the annual school reports to parents/carers.

The Law relating to attendance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable: -*

(a) To age, ability and aptitude and

(b) To any special educational needs, he/ she may have Either by regular attendance at school or otherwise'

Furthermore, the Education Act 1996 and subsequent amendments to legislation give schools and local authorities the powers to take legal action against parents to enforce attendance at the school they are registered to attend.

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of pupils and pupils under the age of 18.

Illness

- If your child is well enough to attend school but on prescribed medication, it should be handed in to school office (alongside signed consent). Prescribed medicines will be administered by the office staff in accordance with the Supporting Pupils at School with Medical Conditions Policy.
- If your child is too ill to attend, then please ring the school office to notify school of any absence. Please ensure that your child returns to the school as soon as possible.

Medical Appointments

A full day's absence may not be authorised for a medical appointment. Please arrange all appointments outside the school day. If the appointment is unavoidable, your child must come to school before and after the appointment and evidence of medical appointments will be requested.

Leave of Absence requests

Requests for absence during term-time

Due to Government legislation Woodfield Primary School is no longer able to authorise **any** holiday during school time. This absence will therefore be recorded as unauthorised

absence on your child's attendance record unless this is deemed to be an 'exceptional circumstance' which would need to be agreed in advance by the Head Teacher.

A Education Penalty Notice may be issued by the Local Authority following your child's absence. Penalty notices are issued at £60 per parent* (if paid within 21 days) and £120 (if paid within 28 days) for each child. A Leave of Absence application form is available from the school's Attendance Officer.

If you do not notify us but we have evidence that your child has been on holiday, an Education Penalty Notice may still be issued.

Celebrating and rewarding good attendance

Good and improved attendance is rewarded by the school with various incentives for individual pupils, classes and whole school.

Responding to non-attendance

Where we have had no contact from a parent/carer the school will respond in the following manner:

- First day telephone contact will be implemented for all pupils by 10:00am, further attempts at communication may also be made. Members of school staff may visit any pupil who is absent from school.
- With continued non-attendance the case will be brought to the attention of the Senior Leadership Team. Further action may include participation in attendance improvement initiatives, home visits and/or meetings between the school, parents/carers and pupils and, if appropriate, other agencies in an attempt to identify and solve the problems which are preventing the pupil from attending school.
- Re-integration – the return of a pupil to the school after long term absence requires special planning. The school will work closely with parents/carers to integrate pupils back into school after a long-term illness/absence.

Understanding types of absence:

Every half-day absence from the Woodfield Primary School has to be classified by the school (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of an absence is always required.

Authorised absences are mornings or afternoons away from the school for a good reason like genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school and/or the Local Authority using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping pupils off school unnecessarily
- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Holidays in term time.

Whilst any pupil may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular non-attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, excusing them from attending makes the situation worse as it gives the impression that attendance does not matter.

Persistent Absence

A pupil becomes a 'Persistent Absentee' when they miss **10%** or more schooling across the school year for whatever reason. Absence at this level damages a child's educational prospects.

PA pupils are tracked and monitored carefully through our school system and we also combine this with external support where absence affects progress.

Absence Procedures for parents/carers If your child is absent you must:

Contact us as soon as possible on the first day of absence (before 9.30am) and each subsequent day by ringing the school on 01302 853289 or emailing admin@woodfield.doncaster.sch.uk

Personal Details

It is vital that parental details are correct. There are times when we need to contact parents/carers to discuss absence or more importantly to contact a parent in the event of an emergency. Personal information check sheets are distributed at the start of the year and it is the expectation that parents notify the school of any changes in personal contact details.

Moving to a different school or school

It is important that if parent/carers decide to send their child to a different School they must inform Woodfield Primary School as soon as possible. Your child must continue their education with the Woodfield Primary School until their start date at the new school. Schools/Academies may be reluctant to take a child onto roll where attendance is low and so it is imperative that they continue to attend.

A pupil will not be removed from the schools attendance roll until official confirmation has been received that they have started at the new school and the following information has been received and investigated:

- The date the pupil is leaving Woodfield Primary School and starting a new School/Academy.

- The address of the new School/Academy, and confirmation from that School/Academy that the pupil has been admitted and attended.
- The new home address.

The pupils' records will then be sent on to the new School/Academy as soon as possible. In the case of movement abroad, this will be dealt with on a case by case basis.

In the event that the School has not been informed of the above information, the family will be referred to the Local Authority as a 'Child Missing in Education'.

The School will complete a 'Common Transfer File' (CTF) for all pupils leaving the school for another school.

New pupils

Any parent wishing to apply for a place at the Woodfield Primary School may do so following our admissions policy and applying via the Local Authority.