

Whittle-le-Woods Church of England Primary School



Whittle-le-Woods CE Primary School Mission Statement

Our Christian family leads and encourages everyone to:

- ✝ Flourish; soar in faith and talents
- ✝ Serve others courageously
- ✝ Be excited and curious to learn

We do this within our safe, happy, diverse and nurturing Christ centred environment ensuring 'all have life and have it to the full' John 10:10

Rationale:

At Whittle-le-Woods Church of England Primary School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.

- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels.

Rights, Roles and Responsibilities

We will develop a procedural framework which defines agreed roles and responsibilities for

- Parents and carers
- Pupils
- School staff
- Governors

to complement this policy, and identify how we will deliver our aims in respect of regular and punctual attendance.

This procedural framework will include guidance on

- Absence
- What constitutes unauthorised absence
- Leave of absence
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with the Pupil Attendance Support Team and School Attendance Consultant
- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

The Attendance Lead for the school is Jackie Haughin Deputy Headteacher.

Understanding types of absence:

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

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

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 local authority using sanctions and/or legal proceedings. Unauthorised absences include:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the register has closed
- shopping, looking after other children or birthdays

- day trips and holidays in term time which have not been agreed
- days that exceed the amount of leave agreed by the Attendance Lead and/or Headteacher

Parents should be aware that the decision whether to authorise an absence or not rests with the school. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorised. This may be in the form of a prescription, appointment card or similar.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. This gives the impression that attendance does not matter and usually make things worse.

As a school, we will always work with parents (and external agencies as appropriate) to aim to understand the reasons behind absence – we believe that this is an important stage in resolving attendance issues.

Leave of Absence

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In Whittle-le-Woods Church of England School, the Headteacher (Deborah Metcalfe) or Attendance Lead/Deputy Headteacher (Jackie Haughin) are the persons authorised by the 'proprietor' i.e. the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the Headteacher or Attendance Lead/Deputy Headteacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

Additional information regarding leave of absence is included with the procedural framework.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the Religious Body of which the parent is a member) and this will be marked as 'R' in the register.

Parents must request any additional leave in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Persistent Absence

From September 2015 a pupil becomes a 'persistent absentee' when they miss 10% or

more of their schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly.

Families will be supported in this via school's robust systems for managing PA. This support may involve the need for parents, and children of an appropriate age, to agree to a parenting contract. Due to the seriousness of PA status it is highly likely that such cases will be referred to a local authority attendance team (Pupil Attendance Support Team). Furthermore, absence data for individual pupils who are classed as persistent absentees are reported to the Department for Education annually; along with whole school absence figures

Absence Procedures

If your child is absent you must:

- Contact us as soon as possible on the first day of absence, either by phone or you can call into school and report to reception.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you;
- Contact you to discuss the situation with our Attendance lead (Jackie Haughin) and/or head teacher if absences persist;
- Consider using parenting contracts or panel meetings in order to identify barriers to regular attendance and agree targets for improvement;
- Refer the matter to the local authority school attendance team, where appropriate;

Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

Leave in Term Time

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to take leave during school time.

All applications for leave must be made, in advance, by the parent of residence using the

'Request for leave of absence' form, available from the school office.

It is important that parents understand that leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. Therefore, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional. Information provided after a decision has been made may not be considered.

In considering the request we will also look at various factors such as:

- The timing of the request -
When a pupil is just starting the school, absences should be avoided as this is a very important transition period as your child needs to settle into their new environment as quickly as possible;
Pupils should not be absent where possible both immediately before and during assessment periods;
- When a pupil's attendance record already includes any level of unauthorised absence;
- Where a pupil's attendance rate is already a cause for concern, or could become concerning, as a result of taking leave;
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised

Partnership Working

Whittle-le-Woods Church of England Primary School will work with the Pupil Attendance Support Team, the School Attendance Consultant and other support agencies as appropriate to ensure regular attendance at school. A school attendance consultant may attend meetings to discuss poor attendance.

Monitoring, Analysis, Action Planning

Whittle-le-Woods Church of England Primary School will use electronic systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters. Our minimum level of attendance is 96%. Parents will be contacted if attendance falls below 90% and discussions will ensure that we have a plan which will improve attendance. As part of attendance analysis and action planning individual pupils' needs or barriers to attendance will be assessed. We will liaise with the Local Authority, local services and work closely with pupils and parents to put the right types of support in place, including access to reasonable adjustments and individual health care plans.

Monitoring the attendance of pupils who are educated off site

The attendance of all pupils who are educated off site, or those who are dual registered, will be monitored in accordance with the procedures outlined within the procedural framework.

Review of Whole School Attendance Policy

WHOLE SCHOOL ATTENDANCE POLICY PROCEDURAL FRAMEWORK

This document forms part of Whittle-le-Woods Church of England Primary School's Whole School Attendance Policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the school will deliver its aims in respect of regular and punctual attendance. It will be reviewed annually.

Rights, Roles and Responsibilities

Whittle-le-Woods Church of England Primary School believes that it is important that Parents and Carers, Pupils, School Staff and Governors all work in partnership to encourage good attendance for all pupils. The following is a summary of the rights, roles and responsibilities for individual groups of stakeholders.

Parents and Carers

- Ensure the child(ren) in their care attend school regularly and punctually
- If the child(ren) is/are absent to inform the school office or class teacher on the first day of absence and provide a reason for the absence
- If the child(ren) is/are absent for more than 1 day, to inform the school office of the continued absence and update as to the reason for the absence regularly
- To avoid leave in term time wherever possible. Where this is not thought possible, contact the school as soon as possible prior to the first proposed day of absence to request authorisation
- To advise the school, by contacting the school office, immediately if they become aware of problems with attendance
- To co-operate with the school in promoting and improving attendance e.g. attending meetings, participation in Parenting Contracts and supporting the school in agreed intervention/action plans
- Adhere to systems for late registration, signing out and signing in

Pupils

- Attend school regularly and punctually
- Adhere to systems for late registration, signing out and signing in
- Acknowledge behaviour needed out of school to ensure good attendance e.g. early bedtimes and getting uniforms ready the night before

School Staff

The Attendance Lead, Headteacher and Governing Body has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate. The Attendance Lead and/or Headteacher are also responsible for liaison with individual families, the School Attendance Consultant and the Pupil Attendance Support Team (PAST) to ensure appropriate support is given where attendance concerns are identified and for

liaison with the Local Authority and DfE to ensure that the school conforms to all statutory requirements in respect of attendance.

However, Whittle-le-Woods Church of England Primary School believes that all staff have responsibilities and a role to play in promoting good attendance by:

- Providing a welcoming atmosphere for children
- Providing a safe learning environment
- Ensuring an appropriate and responsive curriculum
- Providing a sympathetic response to any pupil's concerns
- Being aware of factors that can contribute to non-attendance
- Being aware of the role all staff can play in ensuring attendance is seen as important for all pupils
- Adherence to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the Headteacher
- Participation in training regarding school systems and procedures
- Willingness to communicate with children and parents about attendance
- Completion of the attendance registers in accordance with the legislation and under the direction of the Headteacher

Some staff will have specific individual responsibilities to support the attendance policy and these are outlined in the procedures section of this framework.

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
- Adopt an Attendance Policy and review it annually
- Agree targets for attendance at Whittle-le-Woods Church of England Primary School
- Ensure that they receive reports from the Headteacher regarding school attendance as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance target, or when the Governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively
- Authorise the Attendance Lead and/or Headteacher (or other designated person) to consider and make decisions regarding leave of absence requests.
- Work with the Attendance Lead and/or Headteacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

Procedures

Registration

Morning Registration is at 8.40 -8.45 am.Y2-Y6, 8:45-8:50 am Reception and Y1

Afternoon Registration is 1.00 – 1.05 pm

Each class teacher or their nominated representative is responsible for marking children present in the register at morning and afternoon registration. The registers must be completed promptly to avoid discrepancies between classes. The class teacher must

ensure that the marked register, plus any notes received regarding absence, is returned to the school office by 9.00 am/1.10pm

The school office is responsible for entering attendance on the electronic register and for inputting absence codes on a daily basis.

Late Registration

Pupils requiring admittance to school following registration periods must go to the main entrance and request entry via the school office. For health and safety reasons parents **MUST** accompany late arriving pupils into the building in order to sign their children into school.

The school office is responsible for maintaining the signing in/out book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and name of supervising adult. For health and safety reasons, after 9.15 am/1.10 pm an entry **MUST** be placed in the signing in book before a late pupil is admitted or released.

In accordance with current guidance, the attendance registers are closed at 9.15 am. This means that any pupil who arrives after the registration period but before the registers are closed (9.15 am) will be given a late mark (L) in the register. This code is classed as a present mark, but displays that the pupil arrived late for school. Any pupil who arrives after the registers have closed (9.15 am) but before the end of the morning session will be given a "late after registers closed" mark (U) in the register. This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session.

In addition to using the L and U codes, office staff will also use the facility within the SIMS attendance module to record the number of minutes late for each pupil, on each occasion. This facility will allow school staff to monitor and manage developing patterns of lateness more effectively and make a clear link between lateness and missed curriculum; and share such information with parents.

The fact that the U code is classed as an unauthorised absence means that when it is used pupils are likely to be missing significant amounts of schooling; putting their educational progress at risk. For this reason the use of this code will be considered as serious as any other unauthorised absence and will attract the interest of external agencies, including referral to the local authority attendance team and consideration of the use of legal measures, in just the same way.

Authorised and Unauthorised Absence

In every instance it is the Attendance Lead and/or Headteacher who determines whether an absence is recorded as authorised or unauthorised. This decision is made based on information provided by parents/carers. However, because the register is a legal document, the Headteacher has responsibility to ensure that it is completed accurately and in accordance with the legislation. For this reason it is not sufficient for an absence to be recorded as authorised based entirely on information provided by parents/carers. Therefore, there may be occasions when it will be necessary for parents to provide evidence of reasons for absence before authorisation is granted. For example, in the case of absence due to illness or medical appointment, evidence may be requested in the form of: sight of a prescription, prescribed medication, a medical appointment card or similar.

The school office is responsible for maintaining records of reason and length of absence.

- Parents/Carers are required to contact the school office or class teacher on the first day of absence, advising of the reason for the absence and expected return date; if known
- Where information is provided to the class teacher they are responsible for passing this information to the school office
- Where a written note is received by the class teacher this should be returned to the school office with the register
- Where the absence is for several days, the Parent/Carer is responsible for informing the school office of the continued absence and updating them as to the reason for the absence on a regular basis
- Where the absence is for several days without explanation, or the reason provided is unsatisfactory, the absence will be recorded as unauthorised and will be addressed with parents promptly. Schools have a responsibility to report such absence to the Local Authority after a period of 10 school days, or sooner if appropriate
- The reason for absence should be linked directly to the pupil (e.g. illness or medical appointment of/for the child). Reasons for absence relating to parents or siblings may not be authorised

If a child is absent and no contact has been made by the family, the school office will contact the family on the first day of absence, as the registers close at 9.15am. If contact cannot be made the Attendance Lead and/or Headteacher should be informed and, in the case of prolonged or repeated absence without justification being given, the Attendance Lead and/or Headteacher will determine whether a referral to the Pupil Attendance Support Team should be made.

The Attendance Lead and/or Headteacher is responsible for determining what is classed as authorised and what is classed as unauthorised absence.

Examples of authorised absence:

- Medical or Dental appointments, which relate directly to the pupil and unavoidably fall during the school day
- Illness of the pupil
- Leave which has been authorised by the Attendance Lead and/or Headteacher due to exceptional circumstances

Examples of unauthorised absence:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the register has closed
- shopping, looking after other children or birthdays
- day trips and leave in term time which have not been agreed
- days that exceed the amount of leave agreed by the Attendance Lead and/or Headteacher

The school office is responsible for inputting the appropriate absence code on the electronic register. Where they are not certain whether an absence is authorised or not they should seek advice from the Attendance Lead and/or Headteacher.

Office staff may also use the comments facility within SIMS in order to log specific reasons for absence. This facility will allow school staff to monitor and manage developing patterns of absence more effectively and share such information with parents.

Signing Out

The school office is responsible for overseeing the procedure for releasing children where parents/carers have requested and been granted leave during the school day.

The child(ren) can only be released to a parent or authorised carer/family member. When an authorised adult is picking up a child within school time the school office is responsible for ensuring that they complete and sign the school signing out book (see above for details of requirements). The school office is responsible for inputting the appropriate absence code on the electronic register.

When a child leaves the school site after the morning or afternoon register has been taken, the original mark must remain in the register and the signing in/out book should be referred to during an evacuation situation to ensure all pupils can be accounted for.

Leave of Absence

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In Whittle-le-Woods Church of England School, the Attendance Lead and/or Headteacher is the person authorised by the 'proprietor' i.e. the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings.

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the Attendance Lead and/or Headteacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

Children Missing Education

A Child Missing Education (CME) is defined as a child of compulsory school age who is not on a school roll and not receiving an education via other means – for example, via Elective Home Education.

This includes but is not limited to situations where:

- A child/young person has been removed from roll after being permanently excluded and no alternative provision is in place
- A child/young person has not been attending school and a home visit reveals that the family may have moved away
- A child/young person has moved into the area but no arrangements have been made to access a new school
- A child/young person has moved out of the area (this includes moving outside of the UK) or is about to move out of the area but no arrangements have been made to access a new school
- A child/young person who has been offered a school place, but parents have refused the place offered and the authority is not aware of alternative arrangements for the child/young person's education

Schools undertake their own enquiries to try to ascertain the whereabouts of pupils prior to making a CME referral. The case is then referred to the Local Authority CME Team.

If a child fails to attend school and absence cannot be explained **Additional Factors for Consideration**

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

If work commitments are stated as supporting evidence towards an exceptional reason for requesting leave, parents will be asked to provide employer details and any additional evidence which shows why leave cannot be taken during the school holidays

Parents/Carers who need to request leave during term time should complete an application form, available from the school office as soon as possible prior to the first proposed date of absence. The Attendance Lead and/or Headteacher will consider the request and advise in whether the absence will be authorised or not. The Attendance Lead and/or Headteacher may request a meeting with parents before any period of leave is authorised.

The school takes unauthorised absence seriously and, particularly in the case of repeated unauthorised absences, will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate. Furthermore, Whittle-le-Woods Church of England Primary School will request that the Local Authority issue Penalty Notices in respect of unauthorised absence if it is deemed necessary. This includes leave which is taken without a prior request being made; and leave taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised but the leave is taken regardless of this advice. Whittle-le-Woods Church of England Primary School may also request that the Local Authority issue a Penalty Notice for days taken in excess of the agreed period of leave; without good reason. Parents also risk losing their child's school place if they do not return from leave, as agreed, and readmission cannot be guaranteed.

The school office is responsible for recording leave requests in the electronic register and will retain copies of correspondence regarding requested leave of absence for 3 years. They will also be responsible for highlighting to the Attendance Lead and/or Headteacher if absence continues after the notified period. In this instance the Attendance Lead and/or Headteacher will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate and a Penalty Notice will be considered.

Monitoring, Analysis and Action Planning

The Governors have determined that the Headteacher and the school Attendance Officer has overall responsibility for the monitoring, analysis and action planning of school attendance. The Headteacher is also responsible for ensuring that data is returned promptly to the Local Authority and DfE within deadlines. However, it is expected that the day to day implementation of this will largely rest with the class teachers who take the register and highlight causes for concern and the school office who are responsible for maintaining the school records on attendance and for highlighting causes for concern.

The Attendance Lead will review the attendance records at least once every half term to check that there are no outstanding causes for concern and that codes are being applied consistently. In addition, the Attendance Lead will address specific concerns as they arise.

The Attendance Lead and/or Headteacher is required to review this Whole School Attendance Policy and Procedure Framework annually and to report on attendance matters to the Governors termly. The Governors will also review the Attendance Policy at least annually to ensure that it continues to meet the school circumstances.

If there is a trend of worsening attendance in a particular group of pupils, discussions should be held between the Attendance Lead, Headteacher and appropriate staff to identify Action Plans to reverse the trend. It should also be reported to the Governors at the next full Governor's meeting.

Whittle-le-Woods Church of England Primary School also uses whole school incentive and reward schemes in order to raise the profile of; and promote good levels of attendance. These schemes will be reviewed and changed regularly in order to ensure that children remain interested and motivated.

Monitoring the attendance of pupils who are educated off site

When pupils are **dual registered**, their registration status will acknowledge this. For sessions when a dual registered pupil is expected to attend Whittle-le-Woods Church of England Primary School the usual attendance procedures will be followed. When this pupil is expected to attend the other establishment our registers will display the D code (Dual Registration). As the Main School we retain responsibility for dual registered pupils. Therefore, the other establishment will be contacted regularly in order to ensure that this placement continues to be successful.

When pupils are **Present at an Approved Off-Site Educationally Activity** school will decide which of the following codes is most suitable:

- Code B – Educated off site
- Code J – Interview
- Code P – Supervised sporting activity
- Code V – Educational visit or trip

The Headteacher is responsible for the pupil's education and wellbeing during these sessions. Therefore, before any of these codes are used school must ensure that the following criteria are met:

- *that the activity is broadly educational in nature,
- *it is suitable for the pupil's age and ability,
- *it will compliment the pupil's curriculum,

*it is taking place during the session for which the approved off-site educational activity code is being used, and

*that suitable supervision arrangements are in place

Criteria and Systems for referral to and working with the School Attendance Consultant and the Pupil Attendance Support Team

The Attendance Lead and/or Headteacher is responsible for ensuring consistent referral of regular or unjustified absence. The criteria for referral are outlined in the systems below.

In addition to the above, the Attendance Lead and/or Headteacher can discuss general attendance matters with the Local Authority School Attendance Consultant. The purpose of such discussions would be to:

- Monitor progress towards targets, highlighting any concerns and identifying any action required
- To receive guidance on latest best practice
- To receive information about local and national trends and benchmarking
- To discuss whether current attendance policy and procedures are effective

School System for dealing with concerns about Lateness and Absence

The school office is responsible for advising the Attendance Lead and/or Headteacher of pupils who are persistently late or absent as issues arise.

The class teacher is also responsible for raising concerns about lateness or absence of class members to the Attendance Lead and/or Headteacher as issues arise.

In addition, the Attendance Lead and/or Headteacher will use electronic systems to monitor the attendance of individual pupils at least once per half term.

Once concerns have been raised:

- The Attendance Lead and/or Headteacher will discuss the matter informally with the family (including the pupil)
- Parents and children, if appropriate, will be asked to agree to a parenting contract, or take part in attendance panels, which will include the setting of targets and will be reviewed regularly
- When persistent lateness is an issue and/or parents fail to follow procedures by not accompanying late arriving pupils into school to sign them in, this will be communicated to parents via letter, text or a meeting in school as appropriate
- If lateness/absence persists, and school procedures fail to promote the required level of improvement, the Attendance Lead and/or Headteacher will contact the Pupil Attendance Support Team who will attend meetings with the family and Attendance lead and/or Headteacher as appropriate and help school determine whether any further interventions are required. These interventions will include consideration of the use of legal measures.
- Incentive and reward schemes will be used for individual pupils, as appropriate.

Alternative curricular arrangements (pupils who are unwell)

If school is notified that a pupil will be absent for an extended period the Attendance Lead and/or Headteacher will liaise with the family and other support services to determine

whether it is appropriate to make arrangements for educational provision to be provided at home or at an alternative venue.

School System for reintegrating pupils who have had long term absence

When a pupil has been absent from school for an extended period, the Attendance Lead and/or Headteacher, the class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

Communication of Attendance Policy and Procedure

It is important that the School's Policy on Attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The Governors have determined that:

- The Attendance Policy will be placed on the School Website
- Details of the Policy and the procedure for requesting absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents
- Reference to the School Attendance Policy regarding leave during term time is to be made clear when the school calendar of dates is sent out each year
- Summary of Responsibilities under the Attendance Policy will be contained in the Home/School Agreement
- Staff responsibilities will be contained in the Staff Handbook
- The Headteacher will ensure that staff receive training regarding their responsibilities in relation to the Attendance Policy and Procedures
- The Headteacher will provide a summary of attendance and causes for concern at least annually to the Governors
- Details of the absence record of the school will be communicated as part of the School Prospectus
- Attendance will be reported to parents termly via attendance traffic light letters for identified children and annually via the end of year report which will include a certificate of attendance, where applicable

Summary:

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

This policy was reviewed April 2022