



Policy Header

Policy Title	Attendance Policy
Version No	Two
Written / Adopted Date	Written January 2016 Reviewed January 2017
This policy complies with WBC guidance	Yes
Linked Policies	Anti-bullying, Behaviour Management, Health & Safety, Sex Education, Drug Education, Safer Recruitment, Whistle-blowing and Esafety
Written By	School
Date shared with Staff	January 2017
Date Ratified by Governors	17/01/17
Review Date	January 2018

ATTENDANCE POLICY

Glazebury CE Primary School seeks to ensure that all of its pupils receive a full time education which provides every opportunity for all pupils to realise their full potential. We will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents to promote 100% attendance wherever possible.

The Department for Education and Warrington Borough Council require schools to monitor and report the attendance levels of every child. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a child's attendance, the higher their levels of achievement.

Aims of this policy

- To improve pupil attendance and punctuality.
- To make attendance a priority for the whole school including Governors, pupils, parents and teachers.
- To ensure safety and safeguarding of the children is maintained

Purpose

- To ensure regular, punctual attendance
- To maintain detailed and accurate attendance records
- To monitor poor attendance and intervene when necessary

Parental responsibilities

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

Parents should always ring the school on the first day of absence, so the school is aware of the child's whereabouts. We ask that you then give regular updates as to when we expect your child to be well enough to return to school. We ask parents to ring school by 9am on the day of absence.

Registration/ First Contact system

- Registration is taken by the class teacher and 8:55am and the registers are returned to the office by 9:00am.
- The office will then check every register in turn against any call received or messages on the answerphone.
- Any child that is missing from school and no reason received, the office will then telephone and activate the first contact system.
- First contact needs to have been made by 9:30am very latest.
- If no contact is made with the first contact then the next person on the data collection sheet will be contacted.
- If no contact can be made with a parent/carer then the HT must be notified.

Lateness

If a child arrives at school after 9:00am then their parent/carer must sign them in the pupil book at the office. The office to then mark the register with a late mark. Following WBC coding this would be an 'L' in SIMS. If a child arrives after 9:30am then a 'U' mark will be used.

School:

- Concerns about attendance should be communicated, in the first instance to the schools Headteacher.
- The Headteacher will report to the full Governing Body on attendance each term in the full Governing Body meeting.
- Attendance is reported weekly by class in the school newsletter.
- Letters are generated at the end of every half term for pupils whose attendance is below 90%.
- At the end of each academic year, children with a cumulative 100% attendance record will be presented with a Full Attendance Certificate.
- School will regularly and effectively monitor school attendance and inform parents when their child is absent via a first day contact system.
- Information regarding attendance and the action parents are expected to take when their child is absent will be communicated via the school policy document, newsletters, parent's evenings and attendance initiatives.

Authorised and Unauthorised absence

Categorisation of absence needs to be consistent across the school. It is the Headteacher not the parent who authorises absence. A parent may be asked to provide medical evidence for school non-attendance, e.g. when absence falls below 90% in any one term.

Registration

- Each day legally consists of two sessions, each of which must be registered.
- The class teacher is responsible for the administration of the register.
- The class teacher is responsible for the correct completion of daily register including sheet numbers and late arrivals.
- The class teacher can at any time, request an attendance report for any given period for any child. This might be used to confirm suspicions regarding absence patterns.
- Registers must always be returned immediately to the school office after close of registration

C	Authorised other circumstances (Family Bereavement, Parent ill etc)
O	Unauthorised absences
R	Religious observance
L	Late (after 9.00am)
V	Educational visit
G	Unauthorised absence

H	Holiday (authorised in advance)
M	Medical / Dental
I	Illness
U	Late after registration after 9.30am

Family Holidays in Term Time

Parents wishing to take children away during term time must write in for the attention of the Headteacher in advance of the absence.

The Headteacher adheres to Warrington Borough Councils guidelines and is unable to authorise any holidays in term time, other than in exceptional circumstances.

Procedures the school will use to follow up irregular/non attendance

- First day response
- Phone calls
- Letters
- Meetings
- Target setting / Parenting contracts
- Referrals to Education Welfare Service

Attendance is always promoted within school as we recognise that attendance is a major factor in pupils reaching their potential.

Referrals

Referrals to the Education Welfare Officer (EWO), via the Attendance Co-ordinator will be considered when:

- There is an unexplained absence of more than 5 consecutive days
- Unauthorised absences result in 85% or less attendance at the end of a term
- Patterns in existing intermittent absence
- Truancy is suspected
- Frequent absences are condoned by the parents
- The child refuses to attend
- There is concern over the social / emotional / medical well-being of a child

Re-integration following long term absence

School may use some of the following strategies in respect of long term absence

- Individual case meetings
- Support from a key worker or mentor
- Phased return (in limited cases. For eg, long term medical absence)

This policy is supported by other school policies, which are intended to safeguard and promote the welfare of our children. These include: Anti-bullying, Behaviour Management, Health and Safety, Sex Education, Drug Education, Safer Recruitment, Whistle-blowing and eSafety.

Attendance to After School Clubs

There are a number of clubs that operate after school. The school office liaises with the club operator regarding interest for these clubs on a termly basis. The office collates and manages the replies. The school office produces an attendance register for each after school club. The register is located in the school office.

The club operator collects the register from the office on a weekly basis. As soon as the children are assembled in the school hall, the register is taken. If any children aren't present the school office is notified. The school office will then make contact with the child's parent/carer to ensure the child has been collected from school and are aware of their whereabouts.

Children and parents are informed if for any reason their child cannot attend the club then the office must be notified beforehand so the register can be amended accordingly.

If it is found that the child hasn't been collected then the HT would be informed immediately and our 'missing child' procedure would come into force. This is carried out for all after school clubs, confirmation classes, booster classes, pre-teach classes etc.

Breakfast Club and After School Club will follow their own procedures.