



WIGHTWICK HALL SCHOOL

ATTENDANCE POLICY

Signature:..... Name:..... Date:.....
Chair of Governors

Signature:..... Name:..... Date:.....
Executive Headteacher

Amended November 2015
Reviewed October 2016

Principles:

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, and support for children with medical needs.
- All children should be in school , on time, every day that school is open unless the reason for absence is unavoidable

School Responsibilities:

- We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately
- We will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.

Parents or Carers Responsibilities:

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance

- Encourage good routines at home which promote a healthy lifestyle including enough sleep
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time - this will only be authorised in exceptional circumstances
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.

The importance of good attendance and its link to attainment:

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. ([February 22nd 2015 Department of Education](#)). The research is based on data from all schools in England going back several years.
- The results are very clear - missing even small amounts of time from school can have a significant effect on achievement.
- For example, at the end of the 2012/13 Academic year 94% of pupils who were present all the time achieved 5+ GCSE A* - C or equivalent. Where attendance dropped to between 85 and 90% only 75% of pupils achieved these results. This equates to an absence of around 1 week per year during Years 10 and 11 and clearly illustrates the impact of attendance on attainment.
- The same pattern is also seen at primary school level, where pupils missing up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve level 5 or above in reading, writing or maths tests than those with no absence.

Admissions Register:

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission register.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they ;

- Have been taken out of school by their parents and are being educated outside the school
- system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

Elective Home Education:

- If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority via Entrust at enquiries@entrust-ed.co.uk of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this - particularly as a way of avoiding exclusion or due to a poor attendance record.

Attendance data and targets:

The attendance target for Wightwick Hall School is 96%

Definition of persistent absence:

Persistent absentees are defined as those pupils missing around 15% or more of the typical amount of possible sessions across a given period. From September 2015 this definition will change to include pupils missing 10% or more of possible sessions. For the Academic Year 2015-16 only, data will be collected and published nationally for both measures to allow continued comparison

School Specific Procedures:

The people responsible for attendance matters in Wightwick Hall school are:

Mr L. Thomas: Home School Liaison Officer

Mrs L. Hickman: Office Secretary

The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Attendance figures are reported to governors annually

The school applies the following procedures in deciding how to deal with individual absences:

- Parents should inform school as soon as is possible to notify them of their child's absence and the reasons.
- School administrative staff will contact parents if nothing has been heard as soon as staff highlights an absence.
- Leave of absence during term time will not be granted unless there are exceptional circumstances.

Parents/Carers must put any request in writing to the Head Teacher.

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Attendance is monitored half termly.

- When an individual pupil's attendance level falls below:
 - a. 94%, school will send a letter to parents/carers
 - b. 85% in any term without good reason, a referral through the LST to the EWW will be made by the school. Following investigation any unresolved issues

could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark.

Registration closes at 9:00am and at 1:05pm.

Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service.

The school follows the Local Authority Fixed Penalty Protocol as a parental measure to improve pupil attendance in accordance with the Department of Education [School Attendance Parental Responsibility Measures Statutory Guidance January 2015](#)

Legal Framework:

- The Education Act 1996 ;

- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011. ;
- Crime and Disorder Act 1998;
- The Anti-social Behaviour Act 2003;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008.
- The Equality Act 2010

The school office has hard copies of the following documents:

- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance -Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers
- Example proformas such as school 'Leave of Absence' request or referral form for support from an external agency
- Example letters such as colour coded letters to parents related to levels of attendance