



OULTON C.E. FIRST SCHOOL

-Attendance Policy (V3)-

Headteacher: Mrs A Graham
Chair Governors: Mr C Wass

Policy Agreed: Janaury 2024
Review date: January 2025

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Principles

Promoting excellent attendance is the responsibility of the whole school community. Oulton CE First School works in partnership with parents/carers to promote and encourage 100 percent attendance and punctuality for all pupils. Good, regular attendance levels are essential for pupils to succeed and be the best they possibly can in school.

- Parents/carers have a duty to ensure that their children attend school.
- The school will promote good attendance through its use of curriculum and learning materials.
- Good attendance by pupils will be recognised appropriately by the school.
- All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.
- Any problems that arise with attendance are best resolved between the school, the parents/carers and the child.
- Where a child is reluctant to attend school, the school will never cover up an absence or give in to pressure to exclude pupils from attending.
- Our Attendance Policy will include procedural referral agreements that are designed to promote and safeguard the welfare of pupils.

Legal framework associated with this policy

- Parents/carers have a duty to ensure that children of school age attend school.
- Permitting absence from school without a good reason (authorised absence) is an offence by the parent/carer.
- Schools are required to take an attendance register twice a day, and record whether a pupil is present, engaged in an approved educational activity off-site, or absent.
- If a pupil of compulsory school age is absent from school every half-day absence from school has to be classified, as either **Authorised** or **Unauthorised**.
- Only the school can authorise the absence, not parents/carers. This is why information about the cause of each absence is always required, preferably in writing.
- 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/carer/child or have general concerns about the absence, to the Education Welfare Service.

Definition of Authorised and Unauthorised Absence

Authorised absences are mornings or afternoons away from school for a good reason, such as illness or other unavoidable causes.

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

- Parents/carers keeping children off school unnecessarily. The school will not authorise absences for holidays, shopping, birthdays, haircuts, etc.
- 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.

Parents/carers will be contacted by the school to discuss or clarify reasons for unauthorised absence(s).

Procedures for Parents/Carers and Pupils

Absence/lateness

- Absence should be reported by telephoning the school before 9.30am on the first day of absence stating the likely length of absence and absences should be confirmed each day thereafter.
- When absence is expected (known in advance) it should be notified in writing in advance to the school by completing the 'Notification of Absence' form. e.g. a family funeral or hospital appointment or a longer absence due to family holiday.
- External doors to classrooms will be closed at 8.55am. Pupils arriving late to school after 9.00am (or for the afternoon session 1.00pm) should report directly to Reception and parents should sign their child in to record his / her arrival, providing a reason for the lateness. Any pupil who is late will be escorted to the classroom by a member of staff from the office. Any arrival after 9.40am will be counted as an unauthorised late.
- Should the school not have been informed of a child's absence before 9.30am, parents will be contacted to identify why their child is not in school. This is part of the school's commitment to safeguarding the safety and welfare of children.
- Notification of absence forms are available in the main office and should be used for all known absences during term-time (see Appendix).

Circumstances where a Penalty Notice may be issued:

Please see Staffordshire county councils code of conduct to which we adhere to.

<https://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Oulton First School understands that holidays are less expensive during term time and parents/carers may experience limitations on holidays granted by their place of work during official school holidays. However, the school must adhere to Government changes in legislation relating to holidays during term time alongside complying with legal requirements to maintain accurate registers and pupil attendance records. To ensure registers are accurate and comply with Government

guidelines, any absences prior to, or immediately after official school holidays will be monitored and if required, phone calls will be made to parents/carers to discuss or verify such absences.

Information about School Procedures in dealing with absences

The school applies the following procedures in dealing with individual absences:

- First day contact is in place; where a parent/carer has failed to notify school of absences for that day, administration staff will contact parents / carers for further information.
- Where a pupil goes missing during the school day, i.e. after registration, parents/carers will be notified by telephone.
- If patterns of absence are identified, the relevant Senior Leader will telephone parents/carers to discuss any possible contributing factors and offer support as necessary. If the school is unable to make contact with a parent/carer by telephone, a letter will be sent to invite parents/carers into school for a meeting to discuss patterns of absence.

Praise and Reward Opportunities for Good Attendance

- Certificates are awarded to pupils with 100% attendance at the end of each term and at the end of the school year.

School Targets

The School has the following attendance target:

The attendance target for 2024/2025 is: 96%

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance.

Those people responsible for attendance matters in this school are:

Office: Mrs Elliott

Head of School: Mrs M Melling

Monitoring and review

It is the responsibility of the Governors to monitor overall attendance, and they should receive an update each term through the Headteacher's Report to Governors. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

This policy will be reviewed by the Governing Body annually during the Summer Term.

Date of Policy approval: January 2024