



# ATTENDANCE POLICY

Chair of Governors      Daniel Wood

Head Teacher              Lisa Parker

Signed: *Daniel Wood*

Signed: *Lisa Parker*

Date:                              30<sup>th</sup> October 2020

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Next review: October 2022

## Attendance

Effective schools convey their positive attitude for regular attendance to parents, pupils and teachers. Children then quickly understand that their presence is important. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive pupils formally from home, and serve as an introduction to the session.

Pupils are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school will not approve absence)

If a pupil is absent, parents/carers should call the school absence line on 01454 867289 before 9.30am on the day of the absence stating a reason. A note should be made in the home/school diary on the day the pupil returns to school explaining the absence. Messages via the coach escort are not acceptable. The Headteacher will then decide whether to authorise the absence. If authorisation were to be refused, for instance if a pupil was kept off school for a birthday, this would be recorded as an 'unauthorised absence.'

If contact fails to be made by parents or carers to explain a pupil's absence the Family Support Worker will contact the home by telephone on the first day of absence. Where pupils attend regular therapy sessions outside school but during school hours this must be agreed by the Class Teacher and Head of Department.

## Governors

Governors have a responsibility, discharged through the Headteacher, to improve school attendance and thus impact standards. The Governors set annual targets in line with national and local policy.

## Completing the Register

It is a legal requirement that the register is taken every morning and afternoon. Registers provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupils' end of term reports and to records of achievement. For these reasons registers are required to be completed each morning and afternoon on the SIMS database by 9.30am.

## What does the school provide to support good attendance?

- School Medical Officer or Family Support Worker discusses concerns with parents.
- Host clinics are held at school to promote health and welfare of pupils and reduce stress of attending appointments.
- Treatment rooms are provided for Speech and Language Therapists, Physiotherapists, Paediatrician, Orthotist, Othoptist and Audiologist, and a Parents' Room is also available.
- It monitors attendance and reports to parents.
- It supports programmes for parents.
- Communication through the home/school diary.
- It holds IEP meetings and annual reviews.
- It provides end of year reports.

- It will involve the Education Welfare Officer where necessary.

### **Family Holidays During Term Time**

The school **may choose** to grant leave of absence of up to 5 days in any school year. In exceptional circumstances it may be necessary for longer planned absence. All such cases should be discussed with the Headteacher and a holiday form must be completed and signed off by the Headteacher.

In considering whether or not to authorise leave for a family holiday the Headteacher will consider each case individually, taking into account a pupil's overall attendance and the reason for the holiday. Parents/carers must provide a letter detailing the first and last day of absence and the reason for the absence to the Headteacher at least two weeks before the first day of intended absence. The Headteacher will report levels of absence in replying to the request. **Should a request for a holiday be declined and the holiday takes place, the school will consider implementing a penalty notice in the context of low attendance and poor communication with the school.**

Leave of absence will automatically be granted for pupils to attend Hospice care. This will need to be decided in negotiation with the Headteacher.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons after their return. There is a consequential risk of underachievement, which we must seek to avoid.

### **Lateness**

School begins at 9am and all pupils are expected to be in school for registration at this time.

### **What can parents do to help?**

- Let the school know as soon as possible why your son/daughter is absent.
- Ensure your son/daughter attends school on time every day.
- Try to make appointments outside school time, wherever possible.
- Provide letters to confirm appointments taking place during the school day.

### **If parents/carers are worried about their child's attendance at school what can they do?**

- Talk to your son/daughter about the issues affecting attendance at school.
- Talk to the Headteacher and staff at school.
- Talk to your GP.

### **If the absence continues....**

- The school may invite you in for a meeting.
- The school may refer to the Education Welfare Service.
- Parents/carers may contact the Education Welfare Officer, who will work with them and the school to resolve the situation (telephone number available from the School Office).

### **Equality and community cohesion**

Warmley Park School is committed to equality for all members of the school community. The school promotes a positive and proactive approach to valuing and respecting diversity and will not tolerate harassment of any kind. Our work and progress in this area is detailed within the Single Community Cohesion and Equality Scheme (SCCES) which is updated annually and informed by pupil and parent questionnaires, and discussion with staff.

### ***Equality Impact Assessment (EIA)***

*This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the EWG (Equalities Working Group) and focused on race, gender, disability, age, sexual orientation and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.*

### ***EIA outcomes***

- *The EWG found no areas of potential negative impact and actions resulting in positive impact are in place.*