



*Our Best Preparation for Tomorrow  
Is Doing Our Best Today*

**Westbrook Old Hall**  
PRIMARY SCHOOL

# **ATTENDANCE POLICY**

## SCHOOL MISSION STATEMENT

We believe that the best preparation for tomorrow's future is striving to do our best today.

**We believe** that because **our children matter**, they have the right to be safe and healthy, happy and confident, recognised for the individuals they are and for those they might become.

**We believe** that because **our children's achievement matters**, they have the right to an excellent learning environment that promotes high expectations, ensures inclusion, recognises diversity and promotes progress and attainment.

**We believe** that because **our children's future matters**, they have the right to lead, the right to follow, the right to take best advantage of present and future technology and the right to a global life free from threat

### Aims (Outcomes)

Our school aims that all children:

- Are tolerant and responsible
- Are happy and confident
- Are safe and healthy
- Are skilled and willing
- Are eco aware
- Are techno 'cute'
- Are leaders and partners
- Are flexible
- Are given every opportunity to attain and progress
- Are mindful of the joy of diversity
- Are focused on being excellent in all they do
- Are expected always to do their best

## SCHOOL AIMS

Our **children** matter, as does their **achievement** and so too does their **future**.

### **Because our children matter, we will work to:**

- Ensure they are safe and ensure that they can keep themselves and others safe too
- Make sure that school life is happy, enjoyable and rewarding - taking each and every opportunity to build confident, positive citizens of the future
- Develop individuals with a sense of responsibility to themselves and to their community, able to respond positively to different views and beliefs

### **Because our children's achievement matters, we will work to:**

- Release and develop the excellence latent in all our children
- Ensure high expectations in all we do, developing a culture that remains positive about the steps to success and able to celebrate success accordingly
- Provide an inclusive learning framework where individual needs are recognised and catered for, where diversity is celebrated for what it offers our school community
- Ensure that all children make good progress leading to attainment appropriate to potential
- Develop learners with a love of learning and a commitment to future learning in life

### **Because our children's futures matter, we will work to:**

- Develop their ability to release the opportunities provided by technologies present and future
- Develop their awareness of their footprint upon this 'one' world and how they can contribute to its sustainability
- Develop a skills base and a solution-focused attitude that can be applied to effect in a variety of circumstances now and in the future
- Develop an ability to lead others and to be led by others in productive working partnerships

## **EQUALITY STATEMENT**

Equal Opportunities is the responsibility of the whole school community and must be reflected throughout the organisation of the school and be addressed in the taught and hidden curriculum.

All staff, governors, parents/guardians and pupils will be involved in developing, implementing and monitoring the equal opportunities policy and practice.

All staff, governors, parents/guardians and pupils regardless of race, religion, ethnicity, disability, age, gender, sexual orientation and socio-economic background, are welcome and will be encouraged to participate in the life of the school.

The school recognises its responsibilities under the Equality Act 2010 to eliminate discrimination and to promote good race relations.

## **BRITISH VALUES**

The government set out its definition of British Values in the 2011 Prevent Strategy. At Westbrook Old Hall we reinforce regularly the following values through an agreed programme: Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those of Different Faiths and Beliefs.

## **Rationale:**

A school year consists of 190 school days (195 for teachers) and parents are legally obliged to ensure their child's full and punctual attendance.

Ofsted inspections examine the school's analysis of attendance data and trends, including data on persistent absence.

## **Registration:**

- Each day legally consists of two sessions, each of which must be registered
- The class teacher is responsible for administration of the register
- The registration period commences at 8.45am each morning and 12.55pm each afternoon. It closes upon completion of the register which means that a child is "late" if registered after completion of the register regardless of the time.
- Registers will be returned immediately after registration
- Concerns about attendance will be communicated, in the first instance, to the Head teacher.
- On parents' evening (Summer) all parents will receive a detailed analysis of the attendance performance of their child for the current academic year. This will be contextualised against the school's "average attendance" at that point.
- Termly, the Head-teacher will report attendance data to the full Governing Body.
- Each week the best classes in Key Stage 1 and Key Stage 2 for Attendance will receive a raffle ticket for a prize draw at the end of each half term. The best classes for Attendance in each key stage at the end of the year will receive a trophy and a class prize.
- At the end of each year, children with a cumulative 100% attendance record will be presented with a Full Attendance Certificate.

## Absence from school:

- If a child is to be absent for any reason, parents are expected to telephone the school before 9.00am on the day of the absence to advise us a) your child is absent b) the reason for the absence c) the likely return date.
- Upon return to school, parents are expected to give a written explanation for their child's absence.
- Where notification of absence has not been received action in accordance with the flow chart below will be followed.
- Teachers under the guidance of the Head teacher will determine the appropriate code for the absence. The final decision for coding an absence will remain the prerogative of the Head teacher.
- The codes for absences are as follows:

CODE	BRIEF DESCRIPTION OF CODE	MEANS?
B	EDUCATED OFF SITE	Present & Authorised
C	OTHER AUTHORISED ABSENCES	Absent but authorised
E	EXCLUDED	Absent but authorised
F	AGREED EXTENDED HOLIDAY ABSENCE	Absent but authorised
G	UNAGREED HOLIDAY ABSENCE	Absent but not authorised
I	ILLNESS	Absent but authorised
L	LATE BEFORE REGISTERS CLOSE	Present but late
M	MEDICAL/DENTAL/HOSPITAL APPOINTMENTS	Absent but authorised
N	NO REASON PROVIDED FOR ABSENCE	Absent but not authorised
O	UNAUTHORISED ABSENCE	Absent but not authorised
P	APPROVED SPORTING ACTIVITY	Absent but authorised
R	RELIGIOUS OBSERVANCE	Absent but authorised
U	LATE AFTER REGISTERS CLOSE	Absent but not authorised
V	EDUCATIONAL TRIP	Absent but authorised
Y	ENFORCED CLOSURE	Absent but authorised
//	SCHOOL CLOSED	Absent but authorised

**N.B. Late after registration = UNAUTHORISED ABSENCE**

## Concerns about Attendance/Punctuality - Procedure

- **Teacher** mentions concerns to **parent** and asks for improvement
- **Teacher** informs **Head** of concerns
- Where no improvement is forthcoming, the **Head** will contact the **parent**
- Depending on circumstances, the **Headteacher** will contact the **parents** and/or make a referral to the **Education Welfare Officer**
- Each term the secretary will produce using the SIMS module a percentage attendance figure cumulatively for each class and for the whole school. These will be given to the Headteacher and to all staff

## Referrals

- Referrals to the Educational Welfare Officer, (EWO), via the Head will be considered when:
  - a) There is an unexplained absence of 2 consecutive days.
  - b) Unauthorised absences result in 85% or less attendance at the end of a half term.
  - c) Patterns in existing intermittent absence.
  - d) Truancy is suspected.
  - e) Frequent absences are condoned by the parents.
  - f) The child/parent refuses to attend.
  - g) There is concern over the social/emotional/medical well-being of a child.

## Planned Pupil Absence

- All requests for planned pupil absence must be made in writing using the appropriate form available to parents in paper format from the school's office manager.
- This form must be passed to the Headteacher who will consider the request and decide to authorise/not authorise.
- Parents will be informed of the decision to authorise/not authorise the planned pupil absence.

From September 2014, the Government have stated that no term time holidays will be authorised in **any event**.