



# Attendance Policy

## FLOREAT WANDSWORTH PRIMARY SCHOOL

ADOPTED BY: SSB

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REVIEWED BY: Headteacher

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**Active Agents: Governing Body, Headteacher, General Staff, Attendance Lead**

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## 1. Mission Statement

We will enable children to flourish in school by giving them a knowledge-rich academic education and developing their character strengths and virtues. Our pupils will learn how to work hard and study well, and also to be good and to do good for others. This will set them up for a future of success and wellbeing, whatever they choose to do in their lives.

## 2. Purpose of this policy

The purpose of this policy is to clarify understanding of the importance of attendance and punctuality in a child's education, and to outline the procedures around dealing with attendance and punctuality in school. These aim to promote high levels of attendance and punctuality, and to reduce levels of unauthorised absence.

## 3. Responsibility of the Governing Body

Our Governing Body believes that excellent attendance at school is the first step towards pupil progress and achievement. A high level of attendance shows respect for teachers and peers, and ensures that children are ready and willing to learn. It is the Governing Body's responsibility:

- To request from the Headteacher regular reports on attendance and punctuality; and,
- To include attendance in the annual School Profile to parents / carers.

## 4. Responsibility of the Headteacher

- To oversee the implementation of attendance policies and procedures;
- Ensure the collection of accurate statistical data;
- Develop efficient monitoring and evaluation systems;
- Form positive links with outside agencies such as Education Welfare Service;
- Refer pupils to the Education Welfare Service when attendance is 90% or below;
- Refer children with several episodes of medical reasons for absence to the School Nurse;
- Report regularly to the Governing Body on attendance;
- Positively promote good attendance within the school; and,
- Communicate with parents / carers verbally and in writing.

## 5. Responsibility of the Class Teacher

- Ensure accurate register keeping in accordance with the DfE guidance;
- Communicate with the Headteacher with regards to concerns;
- Positively promote good attendance within the class; and,
- Make positive links with parents / carers.

## 6. Responsibility of the Administration Officer

- Ensure application forms for Reception are sent to parents;
- Assist the Headteacher in the collection of data for Local Authority and DfE returns;
- Assist the Headteacher in admission and taking children off roll; and,
- Assist the Headteacher in casual admissions.
- To ensure parents fill out and return a 'School Leavers Form' [Appendix 2].

## 7. Responsibility of the Attendance Lead (the Administration Officer in the first instance)

- Set up registers at the start of the year;
- Record time of late arrivals;
- Send out letters on unauthorised absence;
- Liaise with the Headteacher and the Education Welfare Officer with regard to attendance and punctuality issues;
- Monitor late arrival at the gate in the mornings;
- Maintain up to date knowledge of the code system for registers;
- Have up to date knowledge of the Local Authority's guidance on matters regarding attendance and punctuality; and,
- Systematically monitor applications for exceptional leave abroad.

## 8. Illness, medical and dental appointments

Advance notice of appointments can be recorded in the register ahead of the appointment. When the information is given by the parent / carer after the event, the register must be adjusted accordingly with the correct notation. Pupils with a diagnosed medical condition who are supported by a medical consultant should be discussed with the EWO and reported to the Medical Needs Re-integration Officer at the Local Authority if they are absent for 15 consecutive school days or more during any one period.

## 9. Guidelines for extended or exceptional leave and visits overseas

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1 September 2016, changing the rules about term-time holidays.

These regulations have not been amended since their introduction, and remain in force. The regulations specify that the Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. If a Headteacher grants leave (**authorised absence**), he or she should determine the number of days the child can be away from school.

- Granting extended/exceptional leave is at the discretion of the Headteacher. Floreat Education Academies Trust strongly encourages schools not to authorise leave in term time;

- Parents / carers should apply for leave at the office, using the school's ARF (Absence Request Form - see Appendix 1);
- In considering an application for extended/exceptional leave and visits overseas the following will be taken into account:
  - How many times leave has been requested within the current academic year; and,
  - The period of time that the child will be absent from school.
- The Headteacher may in some circumstances ask a parent to provide evidence to support their request;
- Children who do not return to school by the due date are at serious risk of losing their place; and,
- Medical certificates from overseas and delayed travel plans are not always acceptable reasons for not returning to school on time.

## 10. Guidelines for responding to non-attendance

- The Attendance Lead records non-attendance and reports to the Headteacher. Any informal information such as a telephone conversation should be recorded, dated and reported;
- Headteacher writes to parent / carer outlining concerns; and,
- Headteacher, EWO and Attendance lead meet to discuss concerns and strategy.

## 11. Monitoring First Day Absence

Attendance at school is valued and closely monitored at Floreat Wandsworth. All children should have an attendance of 97% at least. If a child's attendance falls below this their absence will be closely monitored.

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. A member of the school team will call the adults listed in order as stated on the Contact List until contact has been made to establish a reason of absence.

The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder.

## 12. Procedure for involving parents / carers

- Parents / carers are encouraged to leave messages on the school answering phone giving a specific reason for their child's absence;
- Attendance Lead makes first day absence calls to pupils' homes;
- Letters are sent requesting a note about absences;
- Discussion about absence at Parents' Open Evening; and,
- EWO makes telephone calls and may follow up with home visits.

### 13. Persistent Absence

From the 2015/2016 academic year onwards, a pupil will be considered to be persistently absent if he/she is away for over 10% of school sessions in an academic year. When attendance nears this level children miss significant amounts of schooling; meaning that their educational progress is put at risk. We need parents' full support in ensuring that attendance does not reach this level. However, if for any reason a child's attendance does fall into this category parents will be asked to do all they can to improve the situation. Families will be supported in this via the school's robust systems for managing persistent absence.

### 14. Promoting Positive Attendance

We use the following ways to promote positive attendance and punctuality and to prevent attendance and punctuality issues arising:

- Setting targets for attendance and making these public through our assemblies and Newsletter;
- Individual awards by the Attendance Lead for 100% attendance over a term and a year;
- Attendance Lead and school staff being welcoming while on Gate Duty and Early Morning Duty;
- Being clear about what is unacceptable, i.e. unauthorised absence and poor punctuality; and,
- Keeping attendance as a high profile issue in Newsletters and correspondence to parent.

### 15. Reporting Absence to Parents

Teacher and Parent Meetings will take place three times a year where parents will receive an up to date record of their child's attendance to date. An attendance assessment will be made using the following guidelines:

## ATTENDANCE

- Attendance is marked on the school record in the following format.

96%+: Outstanding

96%+ & a recorded lateness: Good

93-96%: Good

Less than 93% and/or a record of Unauthorised Absences: Requires improvement

Any unauthorised absences or holidays taken within term time will automatically result in a '**requires improvement**' assessment on a child's report. Every report is kept on a file and will form part of a child's permanent record.

Appendix 1  
FW Absence Request Form (ARF)



ABSENCE REQUEST FORM (ARF)

<b>Child's Name and DoB:</b>		
<b>Class:</b>		
<b>Full name of all parents / carers:</b>		
<b>Address of parents / carers:</b>		
	Tel:	Tel:
<b>Siblings / Siblings School (if different)</b>		
<b>First spoken language if not English:</b>		
<b>First written language if not English:</b>		

<b>Start date of absence:</b>	
<b>Date of return to school:</b>	
<b>Reason for absence</b> (this is an unavoidable circumstance resulting in this request for absence).  <b>Please include and attach evidence where applicable</b> (e.g. appointment letter).	

Both parents/carers to sign where appropriate.

<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	

To be completed by the school:

<b>Total number of days requested:</b>			
<b>Percentage of Attendance</b>	<b>This Year:</b>	<b>Last year (if relevant):</b>	
<b>Leave of absence AGREED / DECLINED for the following reason/s:</b>			
<b>Decision letter sent to parent/carer? (date)</b>			
<b>Signature of Head</b>		<b>Date:</b>	

## Appendix 1 FW School Leaver Form

Please complete in BLOCKED CAPITALS

Pupil's Name _____ DOB _____	
Class _____	Leaving Date _____
Name of new school _____	
Address of new school _____	
_____	
_____	
Telephone number of new school _____	
Mother's Full Name _____	
Father's Full Name _____	
Pupil's new address _____	
_____	
Contact numbers _____	
Email Address _____	
<b>Reason for leaving Floreat Wandsworth</b>	
Signed:	
Print Name:	Date: