



Wynyard

CHURCH OF ENGLAND
PRIMARY SCHOOL



Attendance and Punctuality Policy

Approved by governing body: September 2019

Review date: July 2022

Contents

- 1.0 Aims
- 2.0 Types
- 3.0 Authorised Absence
- 4.0 Unauthorised Absence
- 5.0 Reporting Absences
- 6.0 Persistent Absence
- 7.0 Approved Educational Activity
- 8.0 Registers
- 9.0 Punctuality
- 10.0 Leave of Absence
- 11.0 Absence for Religious Reasons
- 12.0 Review

We are a Rights Respecting School and our policies reflect this in line with our belief that children have rights but also responsibilities as part of our school community.

1.0 Aims

We, at Wynyard CE Primary School, strive for excellence and enjoyment in education by providing a safe, secure, caring family environment, where all are valued and respected as individuals. We will endeavour to enable the children to reach their full potential, whilst growing in their love and understanding of the Christian Faith.

Regular and punctual attendance is an essential prerequisite to effective learning. We aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality.

2.0 Types of Absence

The parent/carer of a child of compulsory school age is required by law to ensure that the child attends the school at which he/she is registered. Should a parent fail to ensure that his/her child attends that school then the parent is guilty of an offence. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code will be used.

3.0 Authorised Absence

Authorised absence is where the school has either given approval in advance for the child to be absent or where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- illness, medical or dental appointments;
- days of religious observance;
- exclusion;
- traveller child travelling for the purposes of parents' employment;
- family bereavement;
- involvement in a public performance;
- 'exceptional' occasions (the nature of such occasions will be determined by school on an individual basis);

4.0 Unauthorised Absence

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Absence should **not** be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (e.g. shopping trip, family visit, etc);
- family holidays (unless granted under 'exceptional' circumstances).

5.0 Reporting Absences

We ask parents to report an absence by 9.30am on the morning of the absence. Where this is not possible, we ask for parents/carers to get in touch at the first available time. If we haven't had an explanation, School will attempt to contact parents/carers after 9.30am. School has a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

6.0 Persistent Absence

Persistent absence (or PA) is absence of 10% or more. An individual child is deemed to be a persistent absentee, therefore, if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

7.0 Approved Educational Activity

Children who are educated off site, dual registered, or who are engaged in supervised educational activities away from school premises, need not be marked as authorised absent, and will be recorded as on an approved educational activity. This means that for statistical purposes such as educational visits, or approved sporting activities can be counted as statistically 'present'. The nature of the activity must, however, be recorded by use of appropriate code. This is important in order to ensure that an accurate record of those children physically present on site at any given time is instantly available.

8.0 Registers

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session. Wynyard CE Primary School expects parents/carers to ensure that children are on the school premises between 8.30 and 9am.

The school doors and gates are locked at 9am and anyone arriving after that time should report to the main entrance.

It is our policy to allow 10 minutes for registration. The morning register closes at 9.10am so pupils arriving after 9.10am will be marked with an L indicating they are late for school.

In considering attendance levels, the class register is of paramount importance. Registers are legal documents. Should the parents/carers of a persistent non-attender be prosecuted by the Local Authority under Section 444 of the 1996 Education Act, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements placed on schools with regard to the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.

The data which is extracted from accurate and up-to-date attendance registers will be used to support the more effective management of whole-school attendance matters. Such data can be used to:

- support and underpin the target-setting process (for individual pupils, year groups, identified cohorts, the whole school) in relation to overall attendance and unauthorised absence on a (half-)termly and yearly basis;
- identify individual children and particular groups of children who are or may be at risk of becoming persistent absentees;
- facilitate and encourage early intervention;
- identify particular types or patterns of absenteeism
- identify possible inconsistencies in the implementation of school policy;
- report attendance matters to parents/carers.

9.0 Punctuality

In addressing punctuality at Wynyard CE Primary we:

- have clear procedures – children are expected to be in school by 9am;
- publicise this policy in School and communicate it to parents/carers/carers;
- work with parents and carers to improve punctuality;
- ensure that teachers set a good example by arriving punctually for registration and for lessons;
- follow up the reasons for lateness and be alert to any emerging patterns or problems.

It is the responsibility of the Headteacher to monitor attendance and punctuality. The Governing Body set attendance targets annually and are kept informed on attendance figures.

10.0 Leave of Absence

There is no entitlement in law for any leave of absence from school in term time. Parents planning leave in term-time should complete a 'Leave of Absence Request Form' in advance and return it to school. A response will be issued by the Headteacher soon after.

Please note: leave of absence in term-time will not be authorised during Key Stage 2 SATs.

11.0 Absence for Religious Reasons

The school will authorise one day of absence per religious festival, up to a maximum of 3 days in any one academic year, on the day specifically set aside by the Religious Body of which the parent/carer is a member and this will be marked as 'R' in the register.

If parents/carers require an additional day this must be requested in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Signed:



(Chair of Trust Board)