

West Park Primary School



Attendance Policy

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Statement of Intent

West Park Primary School believes that in order to facilitate teaching and learning, good attendance and punctuality are essential. Pupils cannot achieve their full potential if they do not regularly attend school and on time.

We are committed to:

- Following the framework set in Section 7 of the Education Act 1996 which states that:

'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise'.

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies within the Disability Discrimination Act (2010)
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Signed by

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

Next review date: March 2023

1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of West Park Primary School.
- 1.2. The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of West Park Primary School.
- 1.5. The Assistant head will be responsible for day to day monitoring of attendance, liaison with parents, delivering initiatives to improve attendance and will work closely with the Education Welfare Officer to improve school attendance.
- 1.6. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.7. Teachers will be responsible for accurately taking registers and accountable to the head teacher for this.
- 1.8. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 1.9. Office staff will be responsible for first day calling and recording reasons for absence on registers as required and following LA guidelines for putting children on the school register and removing them on leaving the school.
- 1.10. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.
- 1.11. Parents and carers will be expected to promote good attendance and punctuality behaviour and ensure that pupils attend school every day, on time.

2. Definitions

- 2.1 West Park considers 'regular attendance' to be attendance over 95% and has a school target for attendance of at least 97%.
- 2.2 West Park Primary School defines "absence" as either:
- Arrival at school after the register has closed.
 - Not attending school for any reason.
- 2.3 West Park Primary School defines an "authorised absence" as, mornings or afternoons away from school for a good reason such as illness or other unavoidable causes such as:
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency, for which school has granted leave.
- 2.4 West Park Primary School defines an "unauthorised absence" as an occasion when children are away for a reason not considered to be reasonable and for which no leave has been granted. These are an offence by the parent and can include:
- Parents/carers keeping children off school unnecessarily or without good reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Arrival at school after the register has closed.
 - Shopping, looking after other children or being absent for birthdays.
 - Day trips and holidays in term time which have not been agreed.
 - Leave of Absence for any other reason which has not been agreed by the Head as being for exceptional circumstances.
- 2.5 West Park Primary School defines "persistent absenteeism (PA)" as:
- Missing 10 per cent (10%) or more of schooling across the year **for whatever reason.**

3 Parent expectations

- 3.2 Parents will be expected to ensure their children attend school every day and will sign an agreement when their child starts school to confirm that they agree to this.

4 Absence procedures

- 4.2 Parents/carers must contact the school by 9am on the first day of absence. They are asked to either, telephone (01905 558238) or call in to the office to notify school of absence.
- 4.3 A phone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.
- 4.4 If no contact can be made with parents and it is felt that a child may be at risk a home visit will be carried out or other agencies involved with the family informed. If we are still concerned a police Safe and Well check could be requested, advice sought from Social Care or our Education Welfare Officer informed and asked to visit.
- 4.5 In the case of regular absence, arrangements will be made for parents to speak to the assistant headteacher or headteacher and an attendance contract may be written.
- 4.6 If pupil absence drops below 92% the local Education Welfare Officer will be informed and action discussed.

5 Contact information

- 5.2 Parents/carers must provide accurate and up to date contact details. A minimum of 2 sets of contact details are required wherever possible.
- 5.3 Parents/carers are responsible for updating the school if the details change.

6 Attendance Officer

- 2.1. If they are persistently absent, pupils will be referred to a Local Authority Educational Welfare Officer, who will attempt to resolve the situation by agreement.
- 2.2. If the situation cannot be resolved and attendance does not improve, the local Education Welfare Officer has the power to issue sanctions such as prosecutions or penalty notices.
- 2.3. Education Welfare Officers can also provide information and advice to parents of matters of attendance. They are independent of the school and will give impartial advice. Their contact details are available from the school office or from the Local Authority.

7 Lateness

- 7.2 Punctuality is of the utmost importance and lateness will not be tolerated. Late gates are carried out at regular intervals.
- 7.3 The school day starts at 8:45am. Pupils should be in their classroom at this time. To allow for this pupils are allowed to enter the building from 8:40am
- 7.4 Registers are marked by 8:50am. Pupils will receive a late mark if they are not in their classroom by this time.
- 7.5 The register closes at 9:05am. Pupils can receive a mark of absence if they do not attend school before this time.
- 7.6 Attendance after the register closes can receive a mark (U) to show that they are on site, but will count as an absent mark.

8 Term time leave

- 8.2 At West Park Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 8.3 Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 8.4 Leave during term time will only be authorised in exceptional circumstances.
- 8.5 Any requests for leave will be considered on an individual basis.
- 8.6 If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions from the Local Authority such as a Penalty Notice. If a Penalty Notice is issued it will be at the rate of £60 per parent per child, rising to £120 per parent if not paid within 28 days.

9 Monitoring

- 9.2 West Park Primary School monitors attendance and punctuality throughout the year.
- 9.3 West Park Primary School's attendance target is 97 per cent (97%).
- 9.4 Details of our attendance/absence levels can be requested from the school office.

10 Religious Observances

- 10.2 West Park Primary School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 10.3 Parents must inform the school in advance if absences are required for days of religious observance.

11 Appointments

- 11.2 As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- 11.3 Where this is not possible, appointment cards or letters should be brought to school.
- 11.4 If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer and signed back in on return.
- 11.5 Pupils must attend school before and after the appointment wherever possible.