



Northwood Primary School Attendance Procedures

2020-2021

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Children who are persistently late or absent soon may fall behind with their learning and may develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Northwood Primary School fully recognises its responsibilities in ensuring that pupils attend school and are punctual; therefore allowing pupils to access learning for the maximum number of days and hours. This policy applies to all children registered at this school and it is accessible to parents/carers of pupils who are registered at our school on the school website. This policy has been written to adhere to the relevant Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher, Senior Leadership Team and Governors at this school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Procedure Aims and Objectives

This attendance policy ensures that all staff and governors in this school are fully aware of and clear about the actions necessary to promote good attendance.

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 94.8% attendance for all children, excluding travellers or pupils who have left school within the academic year.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued and rewarded by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Early Years children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

The school maintains and promotes good attendance and punctuality by:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness (Northwood Attendance Strategy).
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Northwood Attendance Strategy

The attendance strategy below outlines the steps in supporting pupils' attendance at Northwood Primary School.

Step 1: Child is absent from school

The Admin Team will make a first day call if parents/carers have not left a message at school regarding their child's absence. The Parent Support Adviser will make a second call if parents/carers have still not left a message at school regarding their child's absence or the Admin Team have been unable to contact parents/carers on the initial call. A welfare check will be conducted by the PSA if contact cannot be made with parents/carers with regards to pupil absence. If the parents/carers are not at home for the welfare visit then a compliments slip will be left alerting parents/carers to the fact that school have visited. Step 1 is repeated on every absence.

Step 2: Attendance is between 94%-96%

The Parent Support Adviser will provide a list of children to the Class Teacher outlining children whose attendance has fallen between 94%-96%. The assigned Class Teacher is required to have a conversation with parents regarding their child's attendance and record evidence of the conversation using Cpoms.

Step 3: Attendance is between 92% and 94%

Parents/carers will receive a phone call and/or attendance letter from the Parent Support Adviser inviting parents into school to discuss their child's attendance with the PSA and a member of the SLT. Permission to contact the school nurse may be obtained. Further medical evidence may be requested. If parents/carers do not attend this meeting the meeting will be conducted in their absence and minutes sent home to parents.

Step 4: Attendance is between 90% and 92%

A second letter is sent to parents inviting them into school to discuss their child's attendance with the PSA and a member of the SLT. Permission to contact the school nurse may be obtained. Further medical evidence may be requested. If parents/carers do not attend this meeting the meeting will be conducted in their absence and minutes shared with parents and parents signature will be obtained.

Step 5: Attendance has fallen below 90%

A third letter is issued inviting parents into school to discuss their child's attendance with the Head Teacher and/or the Chair of the LGB.

Step 6: Unauthorised Absence

Unauthorised absence process begins including legal procedures and multi-agency professional involvement if attendance remains below 90%.

Holidays During Term Time

Please note that holidays during term time will not be authorised by the Head Teacher. If you are attending a holiday during term time then you will be required to complete a **Holiday Request Form** prior to going on holiday. All holidays requested will be referred to CAP for a holiday penalty to be issued. You will receive a letter from the PSA informing you that the holiday has not been authorised.

Leave of Absence

If you require your child to be absent from school for an exceptional circumstance then you are required to complete a **Leave of Absence Form** prior to the event. Leave of Absence submissions will be reviewed by the Head Teacher; these absences may not be authorised.

Travelling Families

If you require your child to be absent from school for work/business purposes then you are required to complete a **Travelling Form** prior to child absence; a return date must be identified on this form. Travelling form submissions will be reviewed by the Head Teacher. The Traveller Support Team will also be aware of this absence and support school in reviewing and monitoring all pupil absence periods for travelling.

Lateness and Punctuality

Northwood Primary School employs a very flexible arrangement at the start of our school day. Classrooms are open from 8.40am and all children need to be in class no later than 8.55am. **At 8.55am the school gate will be locked.** If a child arrives at school after 8:55am this will be noted on the child's record with the reason for lateness. If a child arrives after 9:05am a late mark will also be recorded against their name. Any child arriving after 9:30am will be signed in and an unauthorised absence mark will be recorded which could result in a referral to the Local Authority and legal action taken. If there is an unavoidable reason for your child getting to school late please telephone us to let us know.

Definitions:

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.