

# **Pupils Attendance Policy**

**West Rise Community Infant  
School and Nursery**



**WEST RISE**

November 2020

This policy reflects the vision and aims of the School by

- ❖ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ❖ Providing clear procedures for involving parents relating to school attendance.

## PRINCIPLES

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required

***Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.***

***Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:***

- ❖ ***parents keeping children off school unnecessarily***
- ❖ ***truancy before or during the school day***
- ❖ ***absences which have never been properly explained***
- ❖ ***children who arrive at school too late to get a mark***

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service from the Local Authority. The Practitioner will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

## REGISTRATION PROCEDURES

Registration periods are from 9.00 until 9.15 am and at 1.15 pm daily

Any pupils not present by the end of the registration period will be marked absent. Their subsequent arrival will be recorded with a 'Late' entry.

In the event of severe weather when parents may experience difficulty in bringing their children to school at the normal time, the morning registration period will be extended to 30 minutes (ie. from 9.00 until 9.30am).

The school applies the following procedures in dealing with individual absences:

- Parents must ring the office on the first day of absence to advise the school of the reason for their child's absence.
- Once the registers close, if no contact has been made the school will send a text to the primary carer asking them to contact the school to advise why their child is absent
- If no response is received the school will telephone the primary carer asking them to advise why their child is absent
- If no response is received the school will telephone the other contact asking them to advise why their child is absent
- If no response is received the child will be marked as unauthorised absence.
- If we are unable to make contact with a family when a child is absent we will follow the child missing in education procedure
- The Education Welfare Officer monitors the registers on a termly basis and if they have any concerns parents will be contacted and asked to attend a meeting.

Lateness:

- Pupils arriving late may seriously disrupt not only their own learning but also that of others. It is therefore the policy of the school to encourage prompt arrival at all times.
- A child's arrival after 9.00 am must report to the School Office and parents are required to sign the late book and the child will receive a late mark.
- A child's arrival after the close of the morning or afternoon registration period will be treated in the same way as any other unauthorised absence and will be recorded as such.

## **WITHDRAWAL FROM LEARNING**

It is not usually appropriate for the school to authorise absences for shopping, looking after other children, day trips, annual holidays etc. Leave may, however, be granted in an emergency or exceptional circumstances.

- Parents are required to complete a Withdrawal from Learning form, which is available from the School Office
- Your request will be considered by the Headteacher and a letter will be sent advising if the Withdrawal from Learning is authorised or unauthorised.
- In line with Government guidelines and East Sussex County Council policy, if you apply for your child to be withdrawn from learning for 5 consecutive days or more it is possible that East Sussex County Council will impose a penalty notice of £60.00 per child per parent. ***The School is unable to authorise Withdrawal from Learning in term time except in exceptional circumstances.***

## **Information about individual school targets, projects and special initiatives**

The school has adopted the following attendance targets and special projects:

Parents are kept informed of attendance rates via the website. There is an attendance raffle weekly for children and CEDRIC (our attendance Bear) is given to the class with the best attendance each week. Children who achieve 100% attendance for a term are given a gold certificate. We also have a parents raffle prize for the randomly chosen family with 95% attendance plus.

The Pastoral Lead works in partnership with this children and families vulnerable to underachievement and poor attendance patterns are a focus for improvement through this and other channels.

**Attendance Matters is a focus for weekly attention within the strategic Head and Deputy Leadership Team and on a day to day basis matters relating to attendance are dealt with by the following team**

**The people responsible for attendance matters in this school are:**

Melanie Hunt – School Secretary  
Louise Muller – Deputy Headteacher  
Lynne Weir – Headteacher

### **Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.