



The Chase Co-operative Trust

Heart of the Community

Western Springs Community
Primary School



Pupil Attendance & Punctuality Policy



Introduction

It is important that you and your child develop a positive attitude to school attendance and punctuality so that they do not miss out on the opportunities at school. These qualities of reliability are also important in adult life.

Poor attendance, especially when condoned by parents, disrupts a child's education. This causes a lack of continuity and progression in schoolwork and can establish patterns of behaviour that may lead to long-term truancy.

Western Springs Primary School will work closely with other partners to ensure this policy is fulfilled and including the Department for Education (DfE) and the Education Social Work Service

Aim

This policy aims to improve pupils' attendance at school and to ensure that absence from school only occurs when pupils have a genuine reason.

This policy aims to help parents understand the importance of regular school attendance to pupil's educational success and seeks to gain the support of parents in its implementation.

Legislative Framework

Parent/guardian, schools and the Local Authority have legal responsibilities in ensuring that children attend school.

Parent/guardians of children of compulsory school age must ensure that their children receive an efficient and full-time education, either at school or otherwise (Education Act 1944 S.36).

Schools must maintain an attendance register in which each pupil is marked present or absent at the beginning of each morning and afternoon session (Pupils' Registration Regulation 1956).

Schools must publish attendance data showing the number of unauthorised absences in each term of the preceding school year, expressed a percentage of the total number of possible attendances that term (The Education (Pupils' Attendance Records) Regulations 1991).

Primary School Attendance Procedure

Procedures in this policy take in to consideration statutory and non-statutory guidance from the Department for Education, (DfE) and LA.

Daily/Weekly Attendance Procedure

- If your child is going to be absent from school, the parent/guardian must ring school before **8.30am** to inform school of the reason for the absence.
- At **9.30am** school registers are checked for any absences for which we have no information.
- School staff will make a call to the parent/guardian if there has been no contact with school regarding the absence.
- If a pupil has been absent and school have not been able to find out any reason for absence from the parent/guardian, a home visit will be made, at least within three days, sooner if there are concerns.

Categorising Absence

The Education (Pupils' Attendance Records) Regulations 1991 require schools to determine whether an absence can be deemed to be authorised or whether the child should be regarded as being absent without permission i.e. truanting. In the terms of the legislation it is only the school who can approve the absence, not the parent. Here at Western Springs Primary School absence will only be authorised for the following reasons:-

- i. Pupil illness.
- ii. Pupil is absent on a day set aside for religious observation by the religious group to which the pupil's parents belong.
- iii. Pupil is participating in an approved public performance.
- iv. Permission has been granted by the Headteacher through the Absence Request Procedure (see below).
- v. Pupil is absent following the death of a close family member.
- vi. Pupil has a medical or dental appointment, confirmed with an appointment card/letter. The child is expected to attend school prior to the appointment or return to school after the appointment - where possible medical or dental appointments should be booked outside of school hours.

Monitoring Attendance

As a school we monitor all areas of attendance and are required to provide the DfE and Education Social Work Service with our attendance data.

- Class attendance will be posted weekly on the school website.
- At the beginning of a each half-term the attendance data from the previous half-term is analysed.
- The parent/guardian will receive colour coded notification of absences which are detail their child's actual percentage.
- % attendance is discussed at target setting, progress evenings and recorded on termly reviews.
- Termly persistent lateness and absence is reviewed with EWO and letters and meetings set up accordingly.
- Any persistent attendance will also be monitored by the designated lead for child protection if necessary.
- Broken weeks date will be sent half termly.

Persistent Absentees

Pupils whose attendance is less than **90%** are referred to as "Persistent Absentees" by the DfE and will considered for referral to the Education Social Work Service. The Education Welfare Officer and school staff will then begin a programme of monitoring and support.

- Step 1 - parent/guardian, school staff and the Education Welfare Officer meet to discuss the absences and agree an action plan to improve attendance.
- Step 2 - A letter summarising the discussion and a copy of the action plan is posted to the parent/guardian
- Step 3 - After 6 weeks the attendance printout is reviewed by school staff and the Education Welfare Officer.
- If the percentage has improved to above 90% half-termly monitoring is implemented.
- If the percentage remains below 90% the parent/guardian is invited to a second meeting with school staff and the Education Welfare Officer to discuss the absences where further, more formal, actions are outlined.
- A letter of medical evidence may be required if a child is persistently absent due to illness.
- A general letter of warning will be sent half termly.

Requests for Leave of Absence

Absence for anything other than through illness or medical reasons during term time is actively discouraged.

Parents requesting time out of school for their child during term time should obtain a 'Leave of absence' request form from the school office before booking a family holiday.

The DfE has published new amendments to the Pupil Registration Regulations relate to Holidays in Term Time, Penalty Notices and Deletions from the school register.

The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Headteacher will define 'exceptional circumstances' and also determine the number of school days a child can be away from school if the leave is granted.

Leave of absence will not be granted during September to ensure that pupils have a settled start to the new year nor in May when all classes have their annual assessments.

Penalty Notices

Failure to return your child on the agreed date could result in a penalty fine of £60 (per parent, per child) being issued and your child losing their place at school.

Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Parents must pay £60 within 21 days or £120 within 28 days.

Punctuality

It is important that pupils are punctual so that they do not miss out of the beginning of each school day. This time can be important because information is often given out which allows for the smooth running of the day and helps pupils feel part of the school community.

- The school opens at 8.45 a.m. and pupils can come into school to partake in reading. It is essential that your child is ready for registration at 8.55 a.m. prompt. All entrances with the exception of the main school entrance are closed promptly at 8.55 a.m.
- Pupils arriving after this time will have to report to the office with a parent where their names will be entered into the "late book" for safety reasons and monitoring of attendance.
- We issue a late card to the pupil.

- The "late register" is monitored daily to identify the pupils who are persistently late.
- The pupil will remain at the office until a 'gold tie' receives them at a suitable time. Gold ties will collect children at 9:05am before assembly, 9:30am end of assembly or 10:30 end of first session. This eliminates any disruption to learning in the classroom. Parent's must stay with children until their child is collected by a gold tie.
- If pupils are late for school twice in a week a letter is sent to parent/guardian to inform them and request that this improves.
- If no improvement is made by half term then the parent/guardian is invited to a meeting with school staff to discuss the situation and offer support if appropriate (including EWO)
- If there is still no improvement made then concerns regarding persistent absence letter to be sent (including EWO)

Class Registers

The class teacher or Cover Supervisor should take the register at the start of both the morning and afternoon sessions.

Staff should indicate: / or \ if the pupil is present or N if the pupil is absent.

The register should be saved immediately and admin staff will convert the marks via SIMs.net to ascertain all pupils whereabouts.

Dinner Registers

Class teachers are asked to complete the register & dinner registers and save in SIMs by 9.05 a.m.

UFMS	School Dinner KS1
PL	Sandwiches
SM	School Dinner KS2
AB	Absent.

If a child arrives late after dinner numbers have been sent to the kitchen the office will inform the cook of any extra meals required

In the event of a child 'forgetting' their sandwiches, the office will contact parents and ask what arrangements they wish to make. Sandwiches can be brought late or a school meal provided and paid for later.

Attendance Colour Codes

97% - 100%

WELL DONE! THIS IS EXCELLENT

If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended school every day.

94% - 96.9%

BE CAREFUL

If you are in the yellow group you could be missing up to 2 weeks of learning in the whole year.

90.01% - 93.9%

IMPROVEMENT NEEDED!

If you are in the grey group you could be missing at least 4 weeks of learning in the school year.

Less than 90%

PERSISTENT ABSENCE PUPIL

You are now a Persistent Absence Pupil and are missing more than 6 weeks of learning in the school year.

What does my attendance percentage mean?

Which attendance group am I in?

What attendance group am I aiming to be in?

97 - 100%
Well done this is excellent !

Dear Parent/Carer,

Name:

Year:

% attendance:

I am writing to congratulate you and your child for their excellent attendance for this half term.

Your child is in the top band of attendance.

Well done for helping your child attain outstanding attendance. I hope to congratulate your child again next half term.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S Wellings', written in a cursive style.

Mrs S Wellings
Headteacher

94% - 96.9%
Be Careful !

Dear Parent/Carer,

Name:

Year:

% attendance:

I am writing to congratulate you and your child for their very good attendance this half term.

Your child is in the yellow band this half term. Thank you for helping your child achieve such a good attendance record this half term.

I hope to congratulate your child on achieving the top band next half term.

Yours sincerely



Mrs S Wellings
Headteacher

90.1% - 93.9%
Improvement Needed!

Dear Parent/Carer,

Name: _____ **Year:** _____ **% attendance:** _____

Your child's attendance is in the grey band this half term. It is very important that your child's attendance improves.

Your child could be missing at least 3 weeks of learning across the school year.

Attendance in the grey band gives us cause for concern and we would like to invite you to a meeting at school on to discuss any issues that could be affecting your child's attendance.

Please be aware that the Education Welfare Officer will be attending this meeting.

Yours sincerely



Mrs S Wellings
Headteacher

.....
Child's name: Class:

I have received the letter and will be attending the meeting with Mrs Wellings to discuss this on

Date: _____ Time: _____

Signed: Date:

90%
Persistent absent pupil

Dear Parent/Carer,

Name: _____ **Year:** _____ **% attendance:** _____

Your child's attendance is in the red band this half term and your child has now missed 6 weeks of learning across the school year.

This gives us great cause for concern.

- When a child is absent from school he/she falls behind with his/her learning.
- Absence can cause problems with friendship groups and self confidence.
- If your child is often absent due to illness we may be able to give extra support or take advice from the School Medical Service.

We will be monitoring your child's attendance daily and hope to see a significant improvement. Please complete the slip below to acknowledge receipt of this letter and return to school.

A meeting has been arranged on at The Education Welfare Officer will be attending this meeting.

If you cannot attend this appointment please inform school immediately and another appointment can be arranged.

Yours sincerely



Mrs S Wellings
Headteacher

.....
Child's name: Class:

I have received the letter and will be attending the meeting with Mrs Wellings to discuss this on

Date: _____ Time: _____

Signed: _____ Date: _____

Dear Parent/Carer,

Re: Concerns about school attendance for

Our school's attendance target is 95% or above. Attendance is currently at%

This is an improvement since we last wrote to you, however an attendance of below 95% is a cause for concern. Attendance of only 90% over a year means that a child misses an average of $\frac{1}{2}$ a day per week, that is the same as missing 4 weeks of lessons.

When a child is absent from school he/she falls behind with his/her learning. Absence can cause problems with friendship groups and self confidence. All holidays count as absence. Holidays taken in September or May, or during school assessment or examination times are particularly disruptive to a child's education.

If your child is often absent due to illness we may be able to give extra support to take advice from the School Medical Service.

I will be monitoring attendance daily and hope to see this improvement continue.

We work closely with other agencies in Rugeley to support children and families. The contact details for these agencies are;

School Nurse:	Ms Caroline Nulty
Parent Support Worker:	
Education Welfare Officer:	Alison Heath

If you wish to discuss this matter further please contact school.

Yours sincerely



Mrs S Wellings
Headteacher

Dear Parent/Carer

Re: Attendance -

I would like to point out to you the importance of good attendance and how it can impact on your child's best chance for learning and achieving. Evidence shows that attendance does affect a child's learning and attainment.

Our target is 95% attendance. At present your child is falling below this target over the school year.

How Do We Know?

On monitoring our attendance records it appears that had broken weeks (a week where he/she was absent for at least 1 half-day) in the first 6 weeks of this Term. This is an indicator for us of below acceptable attendance.

Whilst we do understand that some absences due to illness will occur, please ensure that your child is not absent unnecessarily.

We will continue to monitor attendance closely and half-termly letters will be sent informing you of your child's attendance %.

Please work with us to ensure that attends school regularly and arrives on time every morning when we work together we give the best chance.

Yours sincerely



Mrs S Wellings
Headteacher

Appendix 2

Child's name:

Class:

Time of arrival:

Dear Parent/Carer,

I note from our records your child was late for school today.

A child arriving in school late not only upsets the start of his/her day but also disrupts the entire class by walking into the room after school has started. Please give your child the best start to the day by bringing him/her on time.

The school gate opens at 8:45am and children can come straight into class. Lessons start at 8:55am prompt.

I would appreciate it if you could ensure that your child arrives at school on time in future. We will continue to monitor lateness and may contact the Education Welfare Officer if their punctuality does not improve.

Yours sincerely



Mrs S Wellings
Headteacher

.....
Child's name:

Class:

I have received the letter about my child being late for school today.

Signed: Date:

Dear Parent/Carer,

Re: Lateness - Week Beginning:

Child's name:

Class

As you know, school starts at 8.55am and any children arriving after this time have their names taken and a reason for lateness recorded.

I note from our records that was late for school ??? times this week. A child arriving in school late not only upsets the start of his/her day but also disrupts the entire class by walking into the room after school has started.

I would appreciate it if you could ensure that Arrives at school on time in future. We will continue to monitor lateness and may contact the Education Welfare Officer if their punctuality does not improve.

Yours sincerely



Mrs S Wellings
Headteacher

Dear Parents/Carers,

Re: Lates Meeting for
(Date & Time)

As you know, school starts at 8.55am and any child arriving after this time have their names taken and a reason for lateness recorded.

I note from our records that Was late for school ?? times between (DATES) which amounted to a total of ??? minutes lost schooling.

A child arriving in school late not only upsets the start of his/her day but also disrupts the entire class by walking into the room after school has started. Lost minutes = lost learning.

I also note from our records that we contacted you previously on this matter and no improvement has been made.

I am inviting you to attend a meeting on at to discuss this matter. Please note the education Welfare Officer/local support team will be present at this meeting. If you are unable to attend this meeting please contact the office immediately.

Yours sincerely



Mrs S Wellings
Headteacher

.....
Child's name:

Class:

I have received the letter about persistent lateness and will be attending the meeting with Mrs Wellings to discuss this.

Signed:

Date:

Dear Parents/Carers,

As you know, school starts at 8.55am and any children arriving after this time have their names taken and a reason for lateness recorded.

I note from our records that was late for school Times between DATES which amounted to a total of ??? minutes lost schooling.

A child arriving in school late not only upsets the start of his/her day but also disrupts the entire class by walking into the room after school has started. Lost minutes = lost learning.

I also note from our records that we contacted you last half-term on this matter. I would appreciate it if you could ensure that arrives at school on time in future. We will continue to monitor lateness and may contact the Education Welfare Officer if their punctuality does not improve.

Yours sincerely



Mrs S Wellings
Headteacher

Dear Parent/Carer,

Re: Concerns about persistent lateness for

Your child has been late times to a total of minutes so far this term.

Therefore I would like to invite you to a meeting to be held at school on
at to discuss what help and support we can offer. Please be aware that the
Education Welfare Officer will be joining us for this meeting.

Please sign and return to school the acknowledgement slip at the bottom of this letter.

Yours sincerely



Mrs S Wellings
Headteacher

.....
Child's name:

Class:

I have received the letter about 's persistent lateness and will be attending the
meeting with Mrs Wellings to discuss this on at

Signed:

Date: