



Wallsend Jubilee Primary School

Governance	
Version	
Policy Officer	
Adoptive Date	
Readopted Date	
Next Review date	
Statutory	

Version History Log

Version 1	Description of Change	Date/Author

ATTENDANCE POLICY

PRINCIPLES AND CONTEXT

At Wallsend Jubilee Primary School, so that all pupils are able to excel, we aim to provide a high quality education in a safe, nurturing environment. An integral part of this is to develop in our pupil's positive feelings about education and an awareness of, and responsible attitude to, the value of good attendance and punctuality. It is in the best interests of every pupil to attend school regularly and punctually in order to make the most of every opportunity that school presents. It should be noted that all the evidence proves that pupils who have the best attendance attain at least expected or better progress. This policy should ensure that any case of non-attendance will be dealt with fairly, consistently and equitably.

THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE

Regular school attendance is crucial to a child's performance. It is essential that a school does all it can to maximise attendance rates, this is a key task for ALL staff. The School's commitment is to do all we can to reach attendance figures of above 96% as a whole school

ROLES AND RESPONSIBILITIES

Parents/Carers

Parents/Carers of children of compulsory school age have a legal duty to ensure that their child receives a full-time education, usually through regular school attendance. They should see themselves as partners with the school in their child's education and they are responsible for ensuring that:

- Their child attends and stays at school
- Their child arrives on time
- The child is properly dressed and prepared to learn
- They support their child in observing and following the school behaviour policy
- They instil in their child a respect for education and those who deliver it
- They have a duty to inform the school of their child's absence

School

The school has a responsibility to maximise attendance and to investigate any period of absence. If the school has not been notified, parents are contacted on the first day of absence if a child is not in school. Parents/Carers need to be aware of the school's policy on attendance and the difference between **authorised and unauthorised absence**. The school should ensure that all staff follow agreed procedures for the recording and monitoring of levels of attendance. Attendance figures are reported to parents at the end of term 1, then half termly from that point.

Registers

Registers are taken manually by teachers at the beginning of each AM and PM registration session. This is via Arbor, our chosen digital registration system. The School Office carries out daily checks and updates to ensure all information is correct and all children are accounted for.

Registers and dealing with absences

If a pupil is not in school it is the duty of their parents/carers to telephone the school by 9.30am to explain the reason for absence. Parents can also use ParentMail to notify us before 9.30am each day, office staff will:

- Record on Arbor for absences such as medical appointments and illness where a parent/carer has informed school
- Identify pupils who are absent where no reason has been given and text their parent/carer asking them to contact school
- The Wellbeing Lead, who oversees attendance, will check absence daily and contact parent/carers by phone if no reason has been given, and/or there is a history of poor attendance

Pupils arriving in school after the close of registration

All pupils arriving at school after 9am will enter via the school reception (main entrance). They will be marked late on the register in Arbor. Lateness is recorded on Arbor along with the time the child arrives in school. Parents/Carers will be asked the reason why their child is late. In cases of persistent lateness, parents/carers may be asked to come in and meet with the Wellbeing Lead and/or the Headteacher or Deputy Headteacher.

Appointments during lesson time

Parents/carers should make all medical appointments, where possible, outside of school times to ensure good school attendance. Where this is not possible, parents/carers must inform school at the earliest opportunity of the appointment date and time, and how this will impact their child's attendance that day i.e. arriving late, leaving during the school day etc. If a child has an appointment with their dentist/doctor for a routine appointment it is expected they will be absent for a short time only and not a full day. Any medical appointment will be an authorised absence but this still contributes to a child's overall attendance.

Leaving the school premises

Pupils may not leave the school during the day unless accompanied by an authorised adult. Parents/Carers should inform school if they intend to take their child out during the school day and the reason for this.

Requesting absence during term-time

The school does not authorise time off during school time unless for exceptional circumstances. Any requests for term-time holiday should be put in writing to the Headteacher detailing the dates involved.

Requests to participate in educational activities outside of school during school time

These must be directed in writing to the Headteacher who will view each request individually. If the request is deemed to be a valuable educational experience, that will enhance the learning of the pupil, then permission may be given. The length of time of school missed will also be taken into consideration, as will the pupil's attendance, punctuality and behaviour in school. Permission will not automatically be given and it is unlikely that permission will be granted on more than one occasion.

Tracking attendance

The Wellbeing Lead closely monitors the attendance of all pupils on a daily basis. Each half term figures are updated on our attendance tracker document and the Headteacher will meet with the Wellbeing Lead to discuss the attendance data and to put support and intervention in place where necessary.

Pupils with persistent absence are tracked closely. Parents/Carers are invited to meet with the HeadTeacher or Deputy Head Teacher, alongside the Wellbeing Lead, to discuss persistent absence, in an effort to improve attendance. Parents/Carers are informed by school on a half termly basis of their child's attendance percentage and which traffic light zone this falls into. Pupils identified as in the 'red' or 'amber' zone are monitored and meetings held with parents/carers when required. For children in the red zone, attendance will then be closely monitored and is expected to improve within a four week monitoring period. If attendance does not improve, parents/carers may be invited back in for further discussion.

Rewarding good attendance

Every Monday, each pupil who has 100% attendance for the previous week will be placed in a draw to win an attendance award and certificate during assembly. One child from each class will be drawn and can choose an attendance prize such as a bracelet, pencil, bookmark, ruler etc. During assembly, we also recognise and praise our top three classes for attendance. Figures are updated weekly on our attendance display board, to encourage positive conversations around attendance.

At the end of each half term and term, all children who have 100% attendance that period will enter a draw to win a certificate and prize in the school's special achievement assembly. There will be a Key Stage One and Key Stage Two winner.

Further Information regarding attendance will be posted on the school website in the information section under the attendance tab.

Please see the attendance flowchart in the attendance tab on our school website. This provides information on the processes set out by the Local Authority. This sets out a clear pathway where a child's attendance is below expectations.

