

# ATTENDANCE POLICY



## ATTENDANCE POLICY

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**This policy will be reviewed annually.**

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## ATTENDANCE POLICY

### Description

This is intended to promote the importance of regular school attendance and provide framework setting out staff roles and responsibilities in supporting and excellent school attendance.

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Family liaison officer	Carly Hind
Persons responsible	Mark Jeffries (Headteacher) Perry Smith (Behaviour and Welfare lead)
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### 1. Introduction

- 1.1 Wetheringsett Manor School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment is closely linked to good attendance.
- 1.2 The whole school community – pupils, parents and carers, teaching and support staff – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- 1.3 The policy is based on current government and Local Authority guidance and statutory regulations.

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### 2. School's roles and responsibilities

2.1 All staff (teaching and support) at Wetheringsett Manor School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

2.2 A member of the Senior Leadership Team will oversee, direct and co-ordinate the School's work in promoting regular and improved attendance and will ensure that the that up-to-date attendance data and issues are shared with the Senior Leadership Team, are made regularly available to all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance). The Assistant Headteacher will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

#### 2.3 Registration

2.3.1 The School is required to mark the attendance register twice each day; once at the start of the morning session and once during the afternoon session (shown overleaf).

2.3.2 The morning register will open at 9:00am and close at 09:30am, with a mark of L being used if the pupil arrives between these times and a "U" mark being used if the pupil arrives after this time. The afternoon register will open at 12:00 and close at 12:30. Any pupil who arrives after the closing of the register will be marked as having a (U) code. Unauthorised absence (O) will be recorded for any absence not authorised by the head teacher unless there is an acceptable explanation, which will be decided by the attendance officer, i.e. school transport was delayed. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorise code will be entered.

#### 2.4 Categorising absence

2.4.1 A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absence (O) unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the School as legitimate. Where a reason for absence is given and accepted by the School at a later date, the register will be amended in such a way that the original entry

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and the amendment are distinguishable.

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- 2.4.2 Wetheringsett Manor School recognises the clear links between attendance and attainment and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be damaging to a child's education as authorised absence will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent and continuous and except where a child is clearly unwell, staff at Wetheringsett Manor School will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note of explanation from a pupil's home does not mean that an absence is automatically authorised. The decision whether or not to authorise an absence will always rest with the school.
- 2.4.3 If no explanation about an absence is received by the School within two weeks, the absence will remain unauthorised.
- 2.4.4 Absence will be authorised in the following circumstances:
- (a) where leave has been granted by the School in advance, for example –
    - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority
    - a pupil is involved in an exceptional special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered
    - in exceptional circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance (SEE SECTION 5 TERM TIME HOLIDAYS)
  - (b) where the School is satisfied that the child is too ill to attend
  - (c) where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours whenever possible, and to return their child to school immediately afterwards – or send him to school beforehand
  - (d) where there is unavoidable cause for absence which is beyond the family's control, e.g. extreme weather conditions
  - (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
  - (f) the pupil lives more than three miles from the School and no suitable transport arrangements have been made by the Local Authority

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- (g) the pupil is of no fixed abode, his parent/carer is engaged in a trade which required him to travel, the pupil has attended school as often as the nature of the trade permits and, have reached the age of six, he has attended 200 sessions in the previous 12 months
- (h) in other exceptional circumstances (e.g. a family bereavement) and for a very limited period.

2.4.5 Except in some circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- no explanation given by the parent/carer
- the school is not satisfied with the explanation
- the pupil is staying at home to mind the house
- the pupil is shopping during school hours
- the pupil is absent for unexceptional reasons, e.g. a birthday
- the pupil is absent from school on a family holiday or visit without prior permission
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence

### 2.5 Approved Educational Activity

Where a pupil is engaged in off-site approved educational activities, the School will check his/her attendance on a daily basis before entering the appropriate code in the register. Progress check will be conducted to ensure educational objectives are being delivered and regular contact between school and provider will ensure outcomes are being met.

## 3. Collection and analysis of data

- 3.1 Attendance is monitored by year group, by tutor group and by reasons for absence. It is also monitored with those who are vulnerable to poor attendance.
- 3.2 A weekly sheet recording attendance is presented to the Head teacher for analysis and daily absence is checked by family liaison officer and/or assigned key worker.

## 4. Systems and strategies for managing and improving attendance

- 4.1 Attendance matters have a very high profile at Wetheringsett Manor School and the importance of good attendance is raised in SLT meetings. Parents are reminded at school meetings about the importance of good attendance and its links to attainment.  
The School is always looking to find new ways of maintaining this message through other systems of communicating with parents and pupils.

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- 4.2 Wetheringsett Manor School has procedures for dealing with unexplained absences within a week. The Family liaison officer works closely with the Admin team and passes on absence to Behaviour and Welfare lead on a daily basis. Key workers and pastoral staff ensure telephone calls are made to parents/carers to clarify any unexplained absences. If a parent cannot be contacted by telephone then an email will be sent, in cases where there are existing safeguarding concerns, the child visited at home if an inadequate explanation is given by the parent. Children who have social care involvement will also be contacted if we have not seen the child or a reasonable explanation has not been given.
- 4.3 First-day absence calling: Wetheringsett Manor School has in place a system of first day calling. This means that parents/carers will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge and thus potentially vulnerable to harm. Where it is not possible to make contact with parents/carers on the first day of absence, then an email will be sent, in cases where there are existing safeguarding concerns, the child visited at home if an inadequate explanation is given by the parent. Children who have social care involvement will also be contacted if we have not seen the child or a reasonable explanation has not been given.
- 4.4 Meetings with parents/carers: Where there is an emerging pattern to a pupil's absence over a three or four week period (or sooner if staff are particularly concerned), with or without explanation, the School will invite parents/carers to a meeting, or arrange to visit the home, to discuss the reasons for these absences. Plans should be put in place with the parents and pupil to resolve any difficulties and improve attendance within a specified time limit – usually no more than six weeks. It will be explained to parents/carers that any future absences will be unauthorised unless there is clear evidence of a good reason for them.
- 4.5 Referred to Educational Welfare Officer (EWO): If a pupil's attendance does not improved as a result of the attendance plan, advice will be sought from the Education Welfare Officer. If required a referral will be put in to the EWO for each local authority and procedures for each local authority will be followed.
- 4.6 Lateness and punctuality: For reasons of health and safety it is important to know who is in the building. Pupils arriving late should therefore report to Reception and be signed in by a member of the admin team. It is important that all pupils arriving late follow this procedure.

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- 4.7 For the same reason it is important that pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day sign in and out at Reception. Parents/carers are expected to collect their child from Reception and take responsibility for checking that their child is signed in or out in the correct manner.
- 4.8 Post-registration truancy: Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also renders him/her vulnerable to harm. Wetheringsett Manor School takes this very seriously and will endeavour to ensure it does not happen. If a member of staff or pupil reports that a pupil is missing then the care team leader should be alerted immediately. If the child has not been signed out of school a senior members of staff will be contacted. The classroom, where the child should be in lesson, will be visited to check that the child has not arrived late. The teacher and pupils will be spoken to and any relevant information gathered. A search of the building will then be organised with the Pupil Support room being the first point of call. Toilets, changing rooms and the main house should all be checked before looking in the School grounds. The Pupil Support Team leader must be informed immediately the pupil has been discovered. If, however, a pupil appears to have left the premises without authorisation, the School will try to make contact with his parents/carer immediately and the local police alerted.
5. Leave of absence in Term Time
- 5.1 Families are not encouraged to take their children out of school for family holidays or trips abroad during term time. Any absence request in term time will be reviewed by the Head Teacher and only approved in exceptional circumstances. Requests for leave of absence during term time should be made to the Head Teacher in writing. Each request will be judged on an individual basis.
- 5.2 Wetheringsett Manor School will NOT authorise a holiday during periods of national tests, i.e. SATs/GCSE's.
6. Identified pupils with specific medical, therapy or Special Educational needs, who have a high level of absence, will be supported by the following strategies:
- Weekly monitoring of attendance and absence
  - Recording absence as authorised in some circumstances.
  - Provide home visits where appropriate
  - Recognise that some pupils are not "available for learning" and work with the LA and other agencies to allocate appropriate provision which may not be within our school.



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### 7. Parents'/Carers' responsibilities

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/cares (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Wetheringsett Manor School.

7.2 Wetheringsett Manor School expects parents/carers will:

- ensure their children attend the school regularly
- support their children's attendance by keeping requests for absence to a minimum
- not expect the School to automatically agree any requests for absence, and not condone unjustified absence from school

7.3 Parents/carers will be expected to:

- notify Wetheringsett Manor School on the first day of absence by either telephoning the school and speaking directly to a member of the admin, pupil support team or messaging Carly Hind on 07966 759421
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day
- work in partnership with the school, for example by attending review meetings and consultation, taking an interest in their children's work and activities
- contact the School without delay if they are concerned about any aspects of the children's school lives. Wetheringsett Manor School will endeavour to support parents/carers to address their concerns.

### 8. Pupils' Responsibilities

8.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their form tutor, Key worker or other responsible adult.

8.2 Pupils should attend all their lessons on time, ready to learn. Pupils have a responsibility for following school procedures if they arrive late.

### 9. Conclusion

9.1 Regular school attendance is a necessary contributor to ensuring each pupil reaches their maximum academic attainment.

- attendance at school supports children's emotional and social health and development

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- schools and the LA have a statutory duty to promote the safety and welfare of children, the best way to safeguard children is to ensure that they attend school regularly
- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings
- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others
- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style.

### 10. Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to adjust to the school's daily routine; catch up on missed work and brought up to date on any information that has been passed to the other pupil