



**RICHARD WAKEFIELD C.E.
PRIMARY**

A de Ferrers Trust Academy

ATTENDANCE POLICY

November 2019

To be reviewed at least annually

Review date: November 2020

At Richard Wakefield C.E. Primary Academy we believe that high attendance rates contribute significantly to the quality of education we provide. Maintaining the continuity of education through high attendance enables all children to develop academically and socially and to have the best chance to achieve their potential in all aspects of school life. Encouraging high attendance in the primary sector prepares all children for their next steps in education and, further in the future, the world of work.

The staff and Local Governing Board at Richard Wakefield C.E. Primary Academy will do all they can to ensure that absenteeism is kept to a minimum by encouraging regular attendance and also quickly identifying and acting upon any problems that arise.

Expectations

We expect that all parents/carers/guardians will support their children by;

- Aiming for 100% attendance. A reminder to parents that 100% = 190 days in school, 90% = 171 days in school with 19 days absent (that is 19 maths lessons, 19 days away from friendship groups etc).
- Arriving promptly at school for the start of registration each day at 8.55am before the gates are closed therefore ensuring that pupils are in school for the beginning of the learning each day.
- Ensuring that children arrive at school fully prepared for the day ahead having had breakfast, a wash and been dressed appropriately.
- Taking pride in their child's appearance making sure they are dressed in the school uniform, wearing appropriate footwear and adhering to the Academy's rules relating to jewellery.
- Informing the school about any problems that might affect their attendance.
- **Reporting absences to the Academy by 9.00am on your child's first day of absence using the phone number below and each day thereafter where necessary.** *Where the school are aware of the illness and agreed a time scale eg 48hrs of school for a sickness bug or if a child is off for a long period for and operation daily contact is not required.*

Richard Wakefield C.E. Primary Academy 01283 247535

Medical appointments

Parents/carers/guardians are encouraged to avoid making medical appointments during the academy day as this does affect a child's attendance. Where this is unavoidable and a child does have an appointment that requires them to be absent during the academy day, it is requested that a copy of the appointment letter is provided and that parents/carers/guardians minimise the amount of time the child is away from lessons.

Requests for Leave

If leave from Richard Wakefield C.E. Primary Academy is needed, then a 'Request for Leave' form **must** be completed at least 5 days in advance.

Please note that Richard Wakefield C.E. Primary Academy can no longer authorise any holiday during term time. Leave can only be granted in exceptional circumstances. Leave/holiday requests that total or exceed 6 days, or leave/holiday plus unauthorised absences (including lates) totalling or exceeding 6 days, over a 12 week period will mean that a referral has to be made to the Local Authority where a fine may be issued. Please see the website for further details.

Parents/carers/guardians can expect that Richard Wakefield C.E. Primary Academy will;

- Provide an excellent level of education and opportunities for all.
- Support and encourage all children to arrive at their classrooms on time and prepared for the lesson ahead.
- Record a children's attendance by the end of registration time in the morning and the afternoon.
- On the first day of a child's absence an office staff member will make every reasonable effort to contact the parent/guardian to ascertain the reason for the absence if the parent/guardian has failed to do so. This will continue on a daily basis for three days.
- Act on any problems which the academy are made aware of as soon as possible and feed back to relevant parties.
- Support parents/guardians when their child is refusing to attend the academy by making a referral to the Academy pupil support manager.
- Encourage and reward good attendance, punctuality and behaviour by using individual and whole school incentives and reward systems.

PROMOTING GOOD ATTENDANCE

Richard Wakefield C.E. Primary Academy will monitor attendance daily by registering children at the beginning of every morning and afternoon.

We will encourage good attendance by:

- Accurately complete attendance registers and aiming for these to be completed within 10 minutes.
- Following up any unexplained absence on the first day by contacting parents/guardians.
- If no contact has been made after three days of absences a referral will be made to the Academy's pupil support manager, where a home visit will be carried out or a referral will be made to children's services.
- Where an explanation has not been provided. If after 5 days of your child returning to the academy no explanation has been received then the absence(s) will be unauthorised.
- Attendance and punctuality reports will be sent out at the end of each term or when necessary. A meeting may be arranged with your child's teacher to discuss how improvements can be made in relation to your child's attendance.
- Maintain regular communication with the academy's Education Welfare Worker (EWW) to discuss and monitor any children that may be a cause for concern.
- Children with attendance under 94% will be identified and discussed by senior leaders. See attendance process below (page 4).
- Ensure all information pertaining to attendance and absences will be accessible on the Richard Wakefield C.E. Primary Academy website.

RESPONDING TO NON-ATTENDANCE

When a child fails to attend the Richard Wakefield C.E. Primary Academy without a satisfactory explanation, we will:

- Contact the parent/guardian on the first day of absence by making a telephone call before 10.30am

- Calls will be made daily thereafter before 10.30am if there has been no contact from parents/guardians. After the first day of unexplained absences, a referral will be made to the academy's SLT/attendance officer by the office staff. On the third day of unexplained absence a home visit will be carried out. A letter will be left at the property of the address given to school as where the child resides with the written request to contact school immediately to explain the absence.
- If the non-attendance continues and the child/ family are considered a vulnerable family, then involved agencies such as Harvey Girls, Local Support Team or Children's Services will be contacted for cross lateral checks and information sharing.
- If a child is absent for 20 consecutive days with no contact from home, then the Academy can take the decision to refer the child to the 'Children Missing Education' department along with a referral to the Education Welfare Worker.
- If the parent/guardian fails to respond to all attempts of contact, the matter will be discussed further with a view to a formal referral to the Local Police Authority.
- All parents have been made aware of the Attendance Policy and progress at Richard Wakefield C.E. Primary Academy in a letter (January 2020) as outlined below.

Attendance process at Richard Wakefield C.E. Primary Academy 2019-2020

Stage 1 Attendance falls below 94% From Dec 1 st each academic year	Stage 2 Attendance falls below 90%	Stage 3 No significant improvement in attendance	Stage 4 No significant improvement in attendance
Letter home highlighting concerns	Targeted attendance meeting with parents/carers/guardians and member of SLT. Actions to be established and improvement targets set. Review after 15 days.	Further targeted attendance meeting with parents/carers/guardians and member of SLT/Trust EWO. Issue medical evidence letter and penalty notice warning letters. Actions to again be established and improvement targets set. Review after 15 days.	If 20 or more unauthorised sessions within a 12 school week period, refer student to the Local Authority
Attendance improves – no further action	Attendance improves – continue to monitor for 15 more days.	Attendance improves – continue to monitor for 15 more days.	
Attendance continues to fall move to Stage 2	Continues to improve – letter to parents and no further action	Continues to improve – letter to parents. Regular monitoring to continue	
	Attendance continues to be of concern with no improvement move to Stage 3	Attendance continues to be of concern with no improvement move to Stage 4	

The return and reintegration of a child to Richard Wakefield C.E. Primary Academy after a lengthy absence requires special planning. Prior to the child returning, a meeting will be arranged with the relevant staff e.g. SLT and SENCO. The SENCO will also be informed if a child has a medical issue which may require special consideration.

LATENESS

Lateness is monitored closely by Richard Wakefield C.E. Primary Academy and each incident is required to be recorded in the registers.

Sanctions

- Electronic registers close at 9.10am. Doors close at 8:55am and parents are then to walk to the front reception and sign the children in, with an explanation of why they are late. Pupils arriving between 8.55am and 9.10am are recorded as arriving late but before registers close. Pupils arriving after 9.10am after electronic registers have closed, with no justifiable reason, receive an unauthorised late mark for the morning sessions but are counted in the classroom tally for fire regulations.
- Parents/guardians will be made aware of their child's persistent lateness and advised of how many minutes of education have been lost. Parents/guardians may be invited to the academy if concerns continue.
- If a child receives 10 unauthorised late marks (20 sessions counted as 1 morning and one afternoon, or 20 mornings) over a twelve week period, the Academy will refer to the Local Authority and you will receive a penalty warning notice and a fine which is currently £60 per child, per parent with parental responsibility.

ORGANISATION

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the parents the significant link between attendance and attainment.

RESPONSIBILITIES

Local Governing Body, Principal and Vice Principal

- To ensure that the academy has in place an Attendance Policy that is accessible by all.
- To be made aware of all strategies to help improve attendance and provide support to the Attendance Team.
- To receive annual reports from the Principal in respect of attendance data and trends.
- To monitor the effectiveness of the academy policy.
- To oversee the policy.
- To have particular regard to the equalities aspects of the policy, especially in relation to Pupil Premium, SEN, gender, ethnicity and children in care.
- To report to the Local Governing Body on attendance issues on a regular basis, providing number of unauthorised absences, authorised absences and any attendance patterns.
- To liaise with the Principal about any concerns.
- To oversee the analysis of attendance data.
- Ensuring that appropriate strategies are implemented to make the necessary improvements.
- Ensure the appropriate strategies are implemented to improve attendance.
- To maintain regular contact with the Education Welfare Service and informed them of all students who are presenting with attendance concerns. To also notify the Education Welfare Worker of all students requesting home education or those who are missing from education.

- To be fully aware of the Local Authority Policy on attendance issues and take appropriate action when needed.

Clerical Team

- Ensure all registers are completed for every session and run a daily absence report for each class.
- Record any telephone, email or text messages received from parents/guardians who have advised the academy of their child's absence.
- Follow up on any absences that have not been explained.
- Check that all registers have been taken by the end of registration and contact individual teachers if these have not been done. If there are inconsistencies in a student's mark, checks will be made to see if the child is present. The marks on SIMs will be amended by office staff if the child is present.
- Inform the principal/vice principal of any attendance issues they are aware of.
- Maintain regular contact with the Education Welfare Service and inform them of all students who are presenting with attendance concerns. To also notify the Education Welfare Worker of all students requesting home education or those who are missing from education.

Teachers

- Identify early any student whose attendance is causing concern.
- Communicate with parents/guardians of the Academy's initial concerns.
- Speak with the individual student to ascertain reasons for absence and encourage good attendance.
- Discuss with Principals if concerns persist.
- Act swiftly when made aware of any issues affecting attendance. •
- Raise awareness of good attendance during class assemblies.
- Complete registers accurately and on time. Request a paper copy of the register if the internet is not working.
- Ensure the electronic registers are saved appropriately or, if using a paper register, taken to the office.
- Identify any student who is developing a pattern to their absences or whose attendance is becoming problematic.

Daily Office Procedures re attendance		
Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> • Phone call from parent/carer/guardian received directly or picked up on answer phone. • Acknowledged by office staff. • Recorded in SIMs by 9.30am on the day received. 	<ul style="list-style-type: none"> • No phone call from parent/carer/guardian received directly. • Text message to Contact 1 on school data sheet by 9.30am requesting phone call to acknowledge absence. • If no response to text message received further text sent by 10.00am, again to Contact 1. 	<ul style="list-style-type: none"> • If no response to text messages received, school office will ring Contact 1 on the school data sheet by 10.30am using numbers for both landline and mobile if necessary. • If no answer to above, school office will try other appropriate numbers provided for other contacts on the school data sheet.