

Attendance Policy

Introduction:

Staff and Governors expect full and punctual attendance from all pupils every day as long as they are fit and healthy to do so.

Pupils who attend school on a regular basis benefit from the education provided. Please see Appendix 1.

Principles:

Parents of registered pupils have a legal duty under the Education Act of 1996 to make sure that children of compulsory school age attend school on a regular and full time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

The Education (Pupil Registration) Regulations 2006 state that the governing body is responsible for making sure that admissions and attendance registers are kept.

Absence data is collected and submitted every term in the School Census.

Attendance is recorded and data is stored on our SIMS attendance system. It is analysed on a termly basis by the Senior Leadership Team and the Attendance Officer.

Every half day absence from school 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 good reason (i.e. 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 keeping children off school unnecessarily, holidays, truancy, absences which have not been properly explained and children who arrive at school too late to receive a mark in the register.

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.

Parents are expected to contact school at an early stage and to work with the staff in resolving problems together. This is nearly always successful. If problems cannot be sorted out in this way, we may refer the child to our Attendance Officer (AO). They will try to resolve the difficulties by agreement but, if other ways of trying to improve the child's attendance have failed, this officer can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

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Alternatively, parents or children may wish to contact the AO themselves to ask for advice. They are independent of the school. Their telephone number is available from the school office.

Procedures:

The school applies the following procedures in deciding how to deal with individual absences.

Illness & Other Legitimate Reasons. If a pupil is unfit for school, parents are asked to contact the school on the first day of absence by 10am.

If a pupil is absent at morning registration and the school has not received an explanation for the absence by 10am the school admin officer (Gill White) will contact the parent by telephone as a matter of concern.

Holidays in term time:

Government guidelines which came into effect in September 2013 prevent Headteachers granting any leave of absence during term time unless there are 'exceptional circumstances'. A family holiday during term time does not count as 'exceptional circumstances' and therefore the school will be unable to grant leave of absence for any family holiday.

Holidays taken without permission will be recorded as 'unauthorised absence'. A referral may be made to our Attendance Officer (AO) who may issue a fine.

Imposing a fine:

The parent(s) of any pupil who has absences recorded as a result of an unauthorised family holiday, will each be fined £60 which must be paid within a 21 day period. Failure to pay the fine(s) within this timescale will result in the fines being doubled to £120, which will need to be paid within 28 days of the original fine being issued. If the fine(s) remain unpaid after the full period of 28 days has expired, parents may face legal action under Section 444 of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

Lateness:

Registration at Woodstone is as follows:

It is an expectation that pupils assemble on the playground in time for the bell which is rung at 8:55am

Morning registration – at Woodstone this takes place as soon as children enter the classroom after being walked in from the playground

Afternoon registration – at Woodstone this takes place as soon as children enter the classroom after the lunchtime break

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As our registers are completed electronically children will be marked as 'late' (coded L) if they are not in class at these times.

Pupils must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents are expected to ensure that pupils are present at registration. We believe this is good preparation for the child's life at secondary school and in adult life in the work place.

Targets:

The school has adopted the following attendance targets:-

We have set individual and school targets of 95% for attendance.

Pupils who have attendance below 90% are classed as Persistent Absentees and these children are monitored at a national level.

All pupils that achieve this target (without any late arrivals) will receive a special certificate at the end of each term.

All pupils who achieve 100% attendance receive a £5 book voucher at the end of the academic year.

Those people responsible for attendance matters in this school are:-

Mr P. Mullins (Headteacher)

Mrs L Blacklock (Deputy Headteacher)

Mrs G White (School Admin Officer)

Mrs G Clark (School Secretary)

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.

It is the parent's responsibility to ensure that the school has all current contact details and a home or mobile telephone number must be provided.

APPENDIX 1:



ATTENDANCE & PUNCTUALITY

Attendance: key facts and figures

Every school day counts towards your child's future. Days off school add up to lost learning.

In total there are **175 non-school days a year**. This gives families the opportunity to:

- ✓ Spend time together
- ✓ Go on family visits
- ✓ Go on holiday
- ✓ Go shopping
- ✓ Go on days out
- ✓ Attend routine appointments

Days away from school add up to lost learning, some of which may never be repeated. The Government's target for attendance at school is that all pupils should achieve **at least** 96% attendance.

- 8 days absence = 96% attendance
- 19 days absence = 90% attendance
- 29 days absence = 85% attendance
- 38 days absence = 80% attendance
- 47 days absence = 75% attendance

ATTENDANCE MATTERS!

Very Good		Worrying		Causing Serious Concern	
The Effect of Absence on School Progress					
A whole year has 365 days. A school year has only 190 days. This leaves; 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education					
	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
Very Good Best chance of success. Gets your child off to a flying start		Worrying Less chance of success. Makes it harder for your child to make progress		Serious Concern Your child will find it very difficult to make progress. May result in court action	

Remember:

- ♦ **90% attendance is equal to 1 day off each fortnight**

Poor punctuality:

Being frequently late for school adds up to lost learning:

Arriving **5 minutes late** every day adds up to over **3 days lost each year**

Arriving **15 minutes late** every day is the same as being absent for **2 weeks a year**

Arriving **30 minutes late** every day is the same as being absent for **19 days a year**

19 days lost a year through being late = 90% attendance.

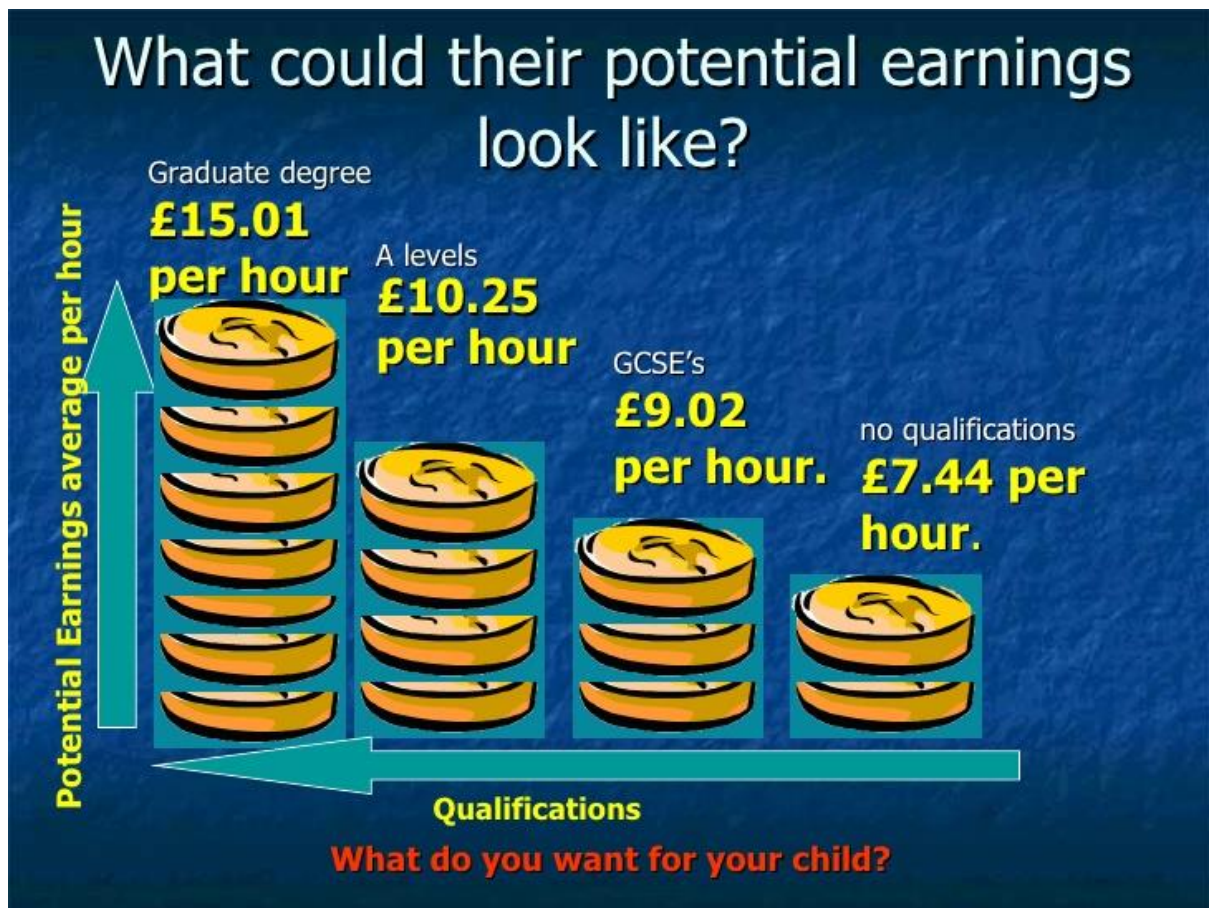
IT'S A FACT....

Children with **over 90%** attendance at school are **more likely** to gain 5 or more A-C GCSEs or equivalent qualifications.

Children with **less than 85%** attendance at school are **unlikely** to gain 5 A-C GCSEs or any qualifications.

In general, the following applies:

The more you learn the more you earn



- ✓ If your child attends school they are more likely to get on in life.
- ☹ If your child regularly misses school, they are more likely to become involved in antisocial behaviour.

Your child's education is your child's future. Don't waste it!