

<b>Jeavons Wood Primary School</b>	
<b>POLICY NAME</b>	
<b>Approved by Governing Body:</b>	3 <sup>rd</sup> May 2023
<b>To be reviewed:</b>	Annually
<b>Date of next review:</b>	Autumn 2023
<b>Responsible Officer:</b>	Mrs E McMurray

## INTRODUCTION

Central to raising standards in education and ensuring that all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – **pupils need to attend school regularly to benefit from their education.** Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary schools.

### **The Government expects Schools and local authorities to:**

- Promote good attendance and reduce absence, including persistent absence and severe absence,
- Ensure every pupil has access to full-time education to which they are entitled and,
- act early to address patterns of absence,
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly,
- All pupils to be punctual to their lessons.

## AIMS

At Jeavons Wood Primary we believe that children should attend school every day of the academic year. We do all that we can to encourage children good attendance. We believe that the most important factor in promoting good attendance is a positive ethos and culture that promotes a love of learning. In order to achieve this aim, we work hard to make our school a happy and rewarding environment for all. We also ensure that children who are unable to attend school, due to ill-health, are supported as appropriate.

## ATTENDANCE REGISTERS

Under the Education Regulations 1995, the Governing Board is responsible for ensuring that the school keeps accurate attendance registers. At Jeavons Wood Primary, attendance registers record the attendance of children who are present at the start of both the morning and afternoon session each day. They also record whether an absence is authorised or unauthorised. These are kept on file for a minimum of three years.

## THE SCHOOL YEAR

Children are expected to attend school for 190 days each year. One day counts as a morning and an afternoon session, a total of 380 sessions per year.

## **ATTENDANCE AND PARENTAL RESPONSIBILITY**

Parent/Carers are responsible for making sure that children of compulsory school age receive a suitable full-time education. A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1 September and 31 December, then they are of compulsory school age on 31 December; if they turn five between 1 January and 31 March they are of compulsory age on 31 March; if they turn five between 1 April and 31 August they are of compulsory school age on 31 August.

## **PUNCTUALITY**

It is important that children attend school on time each day; this is the parent/carer's responsibility. It is very disruptive for a class and the teacher, when a child is late after a lesson has started and it is equally distressing for a child to enter a lesson late.

Any child arriving after 8:45 (Year 1 to Year 6) 8.55am (Year R) must be signed in by a parent at the school office. There is an electronic Sign in system, in which to record your child's name and reason for lateness. School cannot accept a reason for lateness from a child. If no satisfactory explanation is received from a parent, by the end of one week, the absence will remain as an unauthorised absence.

## **ARRIVAL AND REGISTRATION**

The school doors open at 8.40am. Children enter through individual class doors and proceed quickly into their classrooms for a starter activity provided by their class teacher. During this time, attendance registers are taken by the class teacher. Morning registration is at 8.45am (Year 1 to Year 6) and 8.55am (Year R). If a child arrives during registration he/she will be marked as late (L). After 8.55 (Year 1 to Year 6) and 9.05am (Year R) this becomes an Unauthorised Absence (U) for that session and cannot be changed. The afternoon register is taken in the same way at 1pm. Parents/Carers are required to provide a satisfactory explanation as to why their child is late before an attendance code may be changed. It is important to understand that not all explanations given by parents/ carers are considered to be authorised absence and care should be taken with any reason given. Explanations from children are not acceptable, which means that the unauthorised mark given originally, will remain on your child's attendance record for that academic year.

## **ILLNESS AND MEDICAL APPOINTMENTS**

If your child is ill, please notify school on **the first day of absence** and each morning during the illness. This is the parent's responsibility. The answer machine is checked daily. Leave a message stating; name of child; class; the reason for absence; name of the person leaving the message and the time. You may also e-mail the office with this information if you prefer – [office@jeavonswood.org](mailto:office@jeavonswood.org) or use the ParentHub attendance app. No child should attend school until 48 hours after they have suffered sickness and/or diarrhoea. If on the first day of absence a valid reason is not received a no reason mark will be coded against the child's name. If no valid reason is given within one week by a parent, then that absence will remain as unauthorised absence and cannot be changed. Every effort should be made to arrange dental/ medical appointments out of school hours. If this is not possible, your child should be returned to school as soon as possible after the appointment. Parent/carers are required to sign their children in and out of school at the school office using our Sign in App. If your child becomes unwell during the school day, we will make every effort to contact you, so it is important that we have up to date contact numbers. Should your contact details change, please inform the school office as soon as possible.

## **ABSENCE**

When a child is absent, the class teacher will record the absence in the register. The school office may contact the parent/carer on the first day of absence, if no reason for absence has been received. If there is any doubt about the whereabouts of a child, the class teacher will inform the school office. The school will then contact the parent/carer immediately in order to check on the safety of the child.

## **ATTENDANCE, ABSENCE, PERSISTENT ABSENCE AND SEVERE ABSENCE.**

**The national expectation for attendance is 96% or more.** All attendance and absence is monitored closely by the school; figures for whole school attendance are published by Ofsted and the DfE. Records of your child's attendance are kept year on year for comparison. Should your child's attendance fall below 90% in a six-week period then this is classed as persistent absence, once a child's attendance falls below 50% it is classed as a severe absence. All absence is followed up by the school initially. Sometimes, absence may involve the support and intervention of the Local Authority Attendance Officer. We use the Cambridgeshire 'three letter' system to alert parents to the fact that there may be a problem with attendance. If a pattern of absence or regular absences emerge, during monitoring, you will receive a letter from the Headteacher (attendance falling below 95%) outlining the concerns. You will be invited in to school to discuss this child's file with the Headteacher and to agree targets. A record of this meeting will be kept on your file. Should there be no improvement in attendance the LA Attendance Team will become involved and this may incur a fixed penalty; it may even incur a custodial sentence.

**HOLIDAYS IN TERM TIME ARE NOT AUTHORISED and will incur a penalty fine.** In exceptional circumstances, parent/carers may seek authorisation from the Headteacher.

## **THE EDUCATION WELFARE SERVICE**

The LA Attendance Team, are able to support and advise parent/carers on many issues including frequent lateness or regular absence from school. The CAM Trust Education Welfare Officer visits regularly to monitor whole school and individual attendance. Any persistent lateness or absence may be followed up, by letter, home visits and even fixed penalties or more lengthy and costly penalties or prosecution in a magistrate's court.

## **DEFINITIONS OF ABSENCE**

**Authorised absence** – an absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received a reason from a parent/carer as required, an example of this could be when a child has been ill. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences and supported absences by parents will be classed as authorised. For example, if a parent takes a child out of school to go shopping during school hours, or if a parent keeps a child at home because the parent or relative is ill, this is not an authorised absence.

**Unauthorised absence** – an absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

**Exceptional Circumstances**– some absences may be authorised due to exceptional circumstances. This could be:

- A short absence to attend a special religious/cultural festival, may constitute an exceptional circumstance,
- Bereavement in the immediate family,

- Requests for holidays during school time, because the cost is cheaper, or parents have not been able to take the time during school holidays, **does not** constitute exceptional circumstances.

### **LONG TERM ABSENCE**

Occasionally, a child is absent from school due to illness or a medical reason, sometimes this might be long and protracted. In this instance the school will work with the family and outside support services to provide the best possible solution, which may include arrangements for tutoring out of school.

### **MONITORING AND REVIEW**

It is the responsibility of the Local Governing Board (LGB) of Jeavons Wood Primary to monitor overall attendance. Regular attendance and absence figures are discussed by the LGB. The Governors work closely with the school to ensure that the school's attendance figures are as high as possible. The school keeps accurate attendance records on file. Parents receive a copy of their child's annual attendance alongside the written annual report in July. Attendance records are kept on file for a minimum period of three years. Class teachers are responsible for monitoring attendance in their class. If they are aware of any unexpected absence during the school day, they will alert the school office and/or Headteacher as soon as possible.

***From September 2022 attendance figures will be reported (half termly) to the trust officer responsible for primary and secondary school***