



# CAM WOODFIELD JUNIOR SCHOOL

HEADTEACHER Mrs Louise Bennett

## Attendance Policy

2022-23

Ratified 27/6/22

Attendance Policy Review Date May 2023

## Attendance Policy

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# Attendance Policy

At Cam Woodfield Junior School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer.

We want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

## 1 RESPONSIBILITIES

### Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped, and in a fit state to learn, having had appropriate sleep and food.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know, by telephoning the school office before 8.55.a.m, on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Avoid taking their child on holiday during term-time.
- Notify school if they intend to remove their child permanently from the school for any reason.

### School will:

- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at least annually, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have irregular attendance, leave school to be educated at home, go missing, or are excluded.
- Notify the LA and/or the Department for Education (DfE) of absence figures for the school and, where necessary, individual pupils.

### The Headteacher will:

- Ensure that everybody at school treats attendance as a priority.
- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data.
- Oversee attendance procedures
- Work with the Educational Welfare Officer
- Reward good attendance with certificates and badges

### Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly.

- Set targets for attendance
- Report on attendance statistics in the Governors Annual Report to parents.

## 2 SCHOOL TIMES

We expect children to be in the classroom at 8.55am for registration.

Staff are on duty in the playground from 8.45am

Lunchtime is between 12.20am and 1.15pm

School finishes at 3.20pm

Children should be collected promptly unless they are attending an after school activity. Parents will have been informed of the time for collection following an after school activity.

In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or emergency contacts social services will be contacted.

## 3 REGISTRATION

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Registration will take place between 8.55am and 9.05am for the morning session and between 1.15pm and 1.25pm for the afternoon.

Pupils arriving during registration will be marked late.

Pupils arriving after the registration period is over will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness when they will be marked with an authorised absence mark.

The marking of registers will be in accordance with guidance issued by the DfE.

Absence, generally, has to be recorded as either authorised or unauthorised and is reported on to the DfE, and in some circumstances, to the LA. Only school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

## 4 AUTHORISED ABSENCE

**Is when a pupil:**

- Is absent with the prior permission of the school;
- Is too unwell to attend school or is attending a medical or dental appointment;
- Is away for a day set aside by their parent's religion for religious observance;
- Has suffered a family bereavement;
- Has been excluded;
- Of Traveller parents if travelling in connection with their work.

## 5 UNAUTHORISED ABSENCE

**Is when:**

- A pupil is absent and no explanation or an unacceptable explanation is offered;
- A pupil arrives after the registration period has closed without an acceptable reason;
- A pupil is away from school on a family holiday for a period not previously agreed as exceptional with the head teacher.

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off-site activity or is receiving special off-site tuition.

## 6 HOLIDAYS IN TERM TIME

Approval for holidays taken in term time cannot be granted unless the reasons are exceptional. Taking a holiday without the leave being agreed in advance by the school may result in the Local Authority issuing a penalty notice.

## 7 APPOINTMENTS

If appointments have to be made during school hours, school should be pre-notified. Appointment cards should be seen by office staff. Pupils leaving school mid-session should, for safety reasons, notify the office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Again, for safety reasons, pupils should report to the office on arrival.

## 8 LONGER ABSENCES

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life.

## 9 SCHOOL PROCEDURES

After close of registration registers will be returned to the office and checked.

Where the register shows an unexplained absence and there has been no message received at school by a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. All telephone messages will be dated and recorded in writing. If there is no response, the second emergency contact will be called. If no contact can be made the matter will be referred to the Head teacher who will decide whether to contact the EWO.

Where the register shows a repeated pattern of lateness the school will contact the parents to discuss the issue and will consult with the EWO if necessary. The problem may form part of a MyPlan and support for the family may be available through this process, if this is applicable.

Any concerns about attendance or punctuality will be referred to the Headteacher who will, if necessary, contact parents/carers to try to resolve any issues. If these issues cannot be resolved and there is unauthorised absence the matter will be referred to the EWO. The EWO will follow Local Authority absence procedures.

## 10 THE LAW

### The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- That Local Authorities must ensure that parents fulfil their legal obligations regarding their children's education;
- Maintained schools must allow the LA to inspect their registers
- Schools must report to the LA pupils who fail to attend regularly. Gloucestershire's Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a ten week period particularly when this absence is on account of:
  - (a) Lateness after registration;
  - (b) Term time holidays without permission

In these instances the LA will consider issuing a fixed penalty notice of £60 per parent per child after a warning has been issued by the school.

Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

## 11 STRATEGIES

### To support our attendance policy we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity –at Parents evenings, at Induction, in newsletters, in assemblies, on notice boards etc.
- Always use first day telephone contact;
- Reward and celebrate good and improved attendance;
- Set attendance targets for the school and for each year group;
- Keep parents/carers informed of their child's attendance level;
- Make good use of attendance data by specific analysis;
- Notify Governors at each full governing body meeting of attendance levels;
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.
- School will work closely with families to reduce attendance barriers.

## 12 SUCCESS CRITERIA

- We are meeting or exceeding our attendance targets.
- Our attendance is in line with, or exceeds that of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted, LA etc
- Everybody is clear about what to do if a child is absent from school.

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