



Wallsend Jubilee
Primary School
Attendance Policy

Reviewed September 2022

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ATTENDANCE POLICY

PRINCIPLES AND CONTEXT

At Wallsend Jubilee Primary School, so that all pupils are able to excel, we aim to provide a high quality education in a safe, nurturing environment. An integral part of this is to develop in our pupil's positive feelings about education and an awareness of, and responsible attitude to, the value of good attendance and punctuality. It is in the best interests of every pupil to attend school regularly and punctually in order to make the most of every opportunity that school presents. It should be noted that all the evidence proves that pupils who have the best attendance attain at least expected or better progress. This policy should ensure that any case of non-attendance will be dealt with fairly, consistently and equitably.

THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE

Regular school attendance is crucial to a child's performance. It is essential that a school does all it can to maximise attendance rates, this is a key task for ALL staff. The School's commitment is to do all we can to reach attendance figures of above 96% as a whole school

ROLES AND RESPONSIBILITIES

Parents/Carers

Parents/Carers of children of compulsory school age have a legal duty to ensure that their child receives a full-time education, usually through regular school attendance. They should see themselves as partners with the school in their child's education and they are responsible for ensuring that:

- Their child attends and stays at school
- Their child arrives on time
- The child is properly dressed and prepared to learn
- They support their child in observing and following the school behaviour policy
- They instil in their child a respect for education and those who deliver it
- They have a duty to inform the school of their child's absence

School

The school has a responsibility to maximise attendance and to investigate any period of absence. If the school has not been notified, parents are contacted on the first day of absence if a child is not in school. Parent/Carers need to be aware of the school's policy on attendance and the difference between **authorised and unauthorised absence**. The school should ensure that all staff follow agreed procedures for the recording and monitoring of levels of attendance. Attendance figures are reported to parents termly and on the child's school reports.

Registers

Registers are taken manually by teachers at the beginning of each AM and PM registration session. School office will upload this information onto SIMS. When initially taking registers, teachers must use either '/' for present or 'O' for not present.

Registers and dealing with absences

If a pupil is not in school it is the duty of their parents/carers to telephone the school by 9.30am to explain the reason for absence. Before 10am each day, office staff will:

- Record on paper registers and in SIMS codes for absences such as medical appointments and illness where a parent/carer has informed school
- Identify pupils who are absent where no reason has been given and text their parent/carer asking them to contact school
- Office staff who oversees attendance, will check absence daily and contact parent/carers by phone if no reason has been given, and/or there is a history of poor attendance

Pupils arriving in school after the close of registration

All pupils arriving at school after 9am will enter via school reception. They will be signed in the Late Book by a member of staff and marked in late. Lateness is recorded on SIMS along with the time the child arrives in school. Parents/Carers will be asked the reason why their child is late. In cases of persistent lateness, Parents/Carers may be asked to come in and meet with the Deputy Head Teacher and/or the Headteacher.

Appointments during lesson time

Parents/carers should make all medical appointments, where possible, outside of school times to ensure good school attendance. Where this is not possible parent/carers must inform school at the earliest opportunity of the appointment date and time, and how this will impact of their child's attendance that day i.e. arriving late, leaving during the school day etc. If a child has an appointment with their dentist/doctor for a routine appointment it is expected they will be absent for a short time only and not a full day.

Leaving the school premises

Pupils may not leave the school during the day unless accompanied by an authorised adult. Parents/Carers should inform school if they intend to take their child out during the school day and the reason for this. Pupils leaving school during the day will be issued with a Student Pass signed by a member of staff, an estimated time of return to school will be recorded if appropriate.

Requesting absence during term-time

The school does not authorise time off during school time unless for exceptional circumstances. Any requests for term-time holiday should be put in writing to the Headteacher detailing the dates involved.

Requests to participate in educational activities outside of school during school time

These must be directed in writing to the Headteacher who will view each request individually. If the request is deemed to be a valuable educational experience, that will enhance the learning of the pupil, then permission may be given. The length of time of school missed will also be taken into consideration, as will the pupil's attendance, punctuality and behaviour in school. Permission will not automatically be given and it is unlikely that permission will be granted on more than one occasion.

Tracking attendance

Office Manager will print out on a monthly basis an up-to-date list of all pupils' attendance and punctuality. The Headteacher and deputy head teacher will meet to discuss this using the information as a basis for following up support and intervention as necessary. Pupils with persistent absence are tracked by the Head Teacher and Deputy Head Teacher and discussions held with parents/carers where necessary in an effort to improve attendance. Parents/Carers are informed by school on a termly basis of their child's attendance percentage and which traffic light zone this falls into. Pupils identified as in the 'red' or 'amber' zone are monitored and meetings held with parents/carers when required if the child is in the red zone. The child's attendance will then be closely monitored for the next four weeks to track improvement

Rewarding good attendance

Every Monday each pupil who has 100% attendance for that week will be placed in a draw to win an attendance award. Two children's tickets from each class are drawn each week, pupils can choose an attendance prize such as a bracelet, pencil, bookmark etc.

At the end of each term all children who have 100% attendance that term will receive a certificate in school's special achievement assembly.

Further Information regarding attendance will be posted on the school website in the information section under the attendance tab.

Signed by:

David Harrison Headteacher

Date 12.09.23

S Campbell Chair of governors

Date 12.09.23

Review Date: September 2024