



# Attendance Policy Wincle CE Primary School



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Wincle CE Primary School  
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## Wincle CE (A) Primary School

### Pupil Attendance Policy

#### Purpose

We recognise the need to have a common, manageable policy on attendance procedures that all of the staff implement. **Regular school attendance is a pre-requisite to progression and continuity in learning.**

We remind parents frequently of the importance of attendance both from a statutory perspective and also of the effects of school absence on children's continuity of learning. We publish this information in the school prospectus, newsletters, on the school website and where appropriate in individual communications with parents.

#### Why is attendance at school and punctuality important?

*'Because Every Second Counts:*

*5 minutes late each day means three whole days lost each year*

*17 days missed from school each year equates to a whole GCSE grade*

*Attendance affects learning, future earning, wellbeing and a sense of belonging*

*The way that schools function today means that even if a child misses one or two days s/he may miss out on key learning and find it difficult to 'pick up' from where the other children are due to missing the teaching input and the build-up. Certainly if a child is absent for a week s/he will miss a unit of English and Maths and may miss a whole unit (topic) in other subjects such as history which s/he will not be taught again.'*

#### Practice

#### Registers

The class register will be taken at the beginning of each school session (morning and afternoon) using the following procedures:

#### Morning session

- Children arriving between 9.05 and 9.10am will be marked as present ( / or \ )
- From 9.10 to 9.30am children will be marked as 'late (before registers close)' (L)
- After 9.30am children will be marked as 'late (after registers close)' (U). This is classed as an unauthorised absence
- If notification and reasons for absence are not given to school children will be marked as an 'unauthorised absence' (O).

#### Afternoon Session

- KS2 – registration no later than 1.20pm
- EYFS/KS1 – registration no later than 1.05pm

In all cases staff to complete the absence with the correct coding (see appendix).

If a parent requests permission for a child to leave or return to school during the day s/he must sign the child in or out in the signing in and out book which we keep in the entrance hall.

#### Fire or Fire Practice

The school office staff collect the class and staff lists and signing in and out books.

### **Illnesses/Medical appointments**

We ask parents to inform us by telephone or letter if a child is absent from school due to illness. Parents should leave a voice mail on the pupil absence line on the first day of absence stating:

- The name and class of the child
- The name and contact details of the person leaving the message
- The reason for absence
- The anticipated length of absence

On receipt of a telephone call we make the appropriate entry into to the register.

**If no call has been received then a text message will be sent or a telephone call will be made immediately when the register closes.**

Children, whose attendance is deteriorating without due cause, may be requested, via parents, to produce medical evidence in order for the school to authorise further absences.

This can be in the form of: -

- A GP appointment card
- A copy of a prescription
- A copy of a letter from a consultant
- Written permission from the parent for the school to contact the GP or appropriate medical professional

### **Term Time Holiday**

Following a change to legislation, with effect from 1<sup>st</sup> September 2013, parents no longer have a right to expect schools to grant term time leave other than in the most exceptional circumstances and where leave is granted schools will be expected to 'justify' its granting to the Local Authority and OFSTED. In effect the 'default position' now, for all requests for leave, is to decline. However, the Governing Body accepts that there may well be reasons why parents feel that they must take children out of school during term time. In order to clarify this situation the Governors have provided some guidance which has now been updated in the light of further information from the Education Welfare Service at Cheshire East:

Circumstance	School Response
Where your child is unwell and unfit for school	Absence will generally be authorised but in certain cases additional evidence may be required e.g. letter from doctor, copy of prescription form, etc.
Medical/Dental Appointments	We would encourage parents to attempt to arrange these outside of school hours wherever possible however we appreciate that this is not always possible and so again these will generally be authorised but please try to give school as much notice as possible.
Family occasions, e.g. graduations, weddings and funerals	These will generally be authorised however this will typically be for one day up to a maximum of three days where significant travel is involved
Religious and/or Cultural 'Festivals'	These will be treated on a case by case basis but some form of supporting evidence may be required such as a letter from a 'minister' or

	other 'community leader'
Term Time holidays where leave dates are 'fixed' by an employer. By this we mean where leave can only be granted on certain dates (e.g. a factory shutdown) or where due to the nature of work <b>ALL</b> leave is forbidden during certain periods such as the school holidays.	Supporting evidence in the form of a letter from an employer will be required in this case in order for such a request to be considered but in all cases no requests for more than 10 days will be considered and no requests within the two weeks prior to and including statutory assessments such as KS2 SATs, Y1 Phonics Screening Check, etc.
Other Exceptional Circumstances	Once again these will be considered on a case by case basis but again supporting evidence will be required

The process for applying for leave in any of the above cases, with the exception of ill health, will be as follows:

- Parents make written request to the school, marked "Term Time Leave Request - For the attention of the Headteacher" **before** making any confirmed bookings for travel. Parents must not assume that the leave will be granted
- The Headteacher will consider the request and make a decision in line with the general guidance above, usually within three (3) working days
- If parents wish to challenge the decision this can be done in writing to the Chair of the 'Welfare Committee' who will consider the matter and aim to respond within five (5) working days of receipt of the written challenge

Where leave is granted the absence will be noted using the appropriate registration code for an authorised absence. Should a request be declined and parents continue to take the leave then the child's absence will, in the first instance, be marked as a 'G' code on the school register [Unauthorised – Family Holiday (not agreed or sessions in excess of agreement)]. Where this leave is in excess of 10 sessions (5 days) in any one academic year it will be necessary to discuss the matter with the Local Authority (Education Welfare Service) and to issue a Fixed Penalty Notice (FPN). The FPN is currently £60 per parent per child rising to £120 per parent per child if not paid within 28 days.

### **Authorised Educational Visits**

Individual educational visits will be authorised when:

A pupil's attendance is above 95% (pupils with medical needs will be considered separately)  
The trip/visit is ran by a third party organisation and educational objectives are shared and agreed with the school.

This trip/visit cannot be taken at another time.

Pupils agree to completing a presentation following the trip to the other pupils.

Please note, pupils will not be allowed more than one authorised educational visit each school year.

### **Punctuality**

Punctuality is monitored on a weekly basis. Children are expected to arrive on time for both morning and afternoon registration. Parents of children who are late are required to sign the 'signing-in book' kept in the office– **please note children are not allowed to fill this in**. In persistent cases the Cheshire East Education Welfare Officer may be involved.

### **Monitoring**

The Headteacher in conjunction with the admin staff is responsible for monitoring school attendance. The school administration staff monitor the register on a weekly basis. The

Headteacher checks all holiday forms explaining absences. We keep a file of all request forms for that academic year in the main office.

The administration staff are responsible for following up any unknown reasons for absence and reconciling the registers at least weekly.

Teachers should report to the Headteacher concerns on attendance issues:

- unexplained absences
- frequent absences
- persistent lateness

Initially the Headteacher will look at the evidence and then make contact with the parents via a letter to address the problem and then if the situation has not been resolved a meeting with parents.

If the problem persists and there is no satisfactory solution, the Headteacher will contact the Education Welfare Officer.

The Headteacher monitors school attendance year on year and informs parents and governors of any significant changes.

### **Appendix: Completion of Registers and Register Codes**

All absences are to be recorded electronically using SIMS

<b>Key to Codes</b>	
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration (attending other estab.)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not med/dental appointments)
J	Interview
L	Late (before reg closed)
M	Medical / Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs (not covered by other code)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	School closed to pupils & staff
Y	Enforced closure
X	Non-compulsory school age absence
Z	Pupil not on roll

<b>Key to Codes</b>	
-	All should attend / No mark recorded

All authorised absences need either a letter from the parent or a telephone message notification. Please ensure that at the end of the week all unknown reasons for absence are ascertained so that the register is complete wherever possible