



Pyrford Church of England Primary Academy Trust

ATTENDANCE POLICY

Approval Date: 3 July 2015

Review Date: Summer 2018

With reference to the following:
The Education (Pupil Registration) (England) Regulations 2006



Pyrford Church of England Primary School Academy Trust

Summary Statement of Intent

The Academy Trust was incorporated in November 2013.

Academy Members and Trust Directors acknowledge that Academy trusts are companies limited by guarantee and exempt charities. The Members and Trust Directors are subject to the duties and responsibilities of charity trustees and company directors, as well as any other conditions that are agreed with the Secretary of State. Members and Trust Directors recognise that these responsibilities are mutually reinforcing, to ensure the proper governance and conduct of the trust.

The key requirements are reflected in the Trust Articles of Association, the DFE funding agreement and the guidance of the Academies Financial Handbook. Members and Trust Directors accept the Charity Commissioners' guidance as to their statutory duties as company directors, which are set out in the Companies Act 2006. Members and the Trust Directors will incorporate the seven principles of public life in their decision making and demonstrate the proper stewardship of public funds for ensuring economy, efficiency and effectiveness in their use - the three key elements of value for money.

The Trust Directors are responsible for the strategic management of the school. This includes the Christian ethos of the school; its strategic vision and direction; annual budgets; senior staff appointments; and policy changes. Operational management is the responsibility of the headteacher and staff. It is carried out at a number of levels: i.e. Senior Leadership team, the Inclusion Manager and middle leaders.

The roles and responsibilities of the Trust Directors have been delegated to two committees: Efficiency, covering Finance, Personnel, Premises and Health and Safety; and Effectiveness, covering Standards and Curriculum, Safeguarding, Ethos and Admissions.

School policies are developed by senior members of staff, to reflect both the strategic direction agreed by Trust Directors and also the statutory and recommended policies appropriate to the school. These policies are approved and adopted by the Trust Directors, and implemented as procedures and systems by the Senior Leadership Team and other designated members of staff. These policies are available on the website and at the school.



Pyrford Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

School Mission Statement

In partnership with the parish, parents, Governors and the community, the staff of Pyrford Church of England Primary School seek to offer the children within their care:

- the opportunity to experience a broad and balanced curriculum through good quality teaching, thus enabling them to achieve their optimum academic standards;
- an environment in which they have equal opportunity to develop the necessary self-esteem to become confident and worthwhile members of the school community and society at large.

The school staff are committed, in partnership with the parents, pupils, Governors and the Local Authority, to building a school which serves the community commendably and of which the community is proud.

The school staff, alongside the LA, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Expectations

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- discuss promptly with their class teacher any problems that deter them from attending school.

We expect that all parents/carers/persons who have day to day responsibility for the children will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever children are unable to attend school;



- contact the school on the first day of a child's absence and send a note on their return to school;
- contact the school promptly whenever any problem occurs that may keep a child away from school.

We expect that school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every pupil's attendance;
- contact parents as soon as possible when a pupil fails to attend, where no message has been received to explain the absence – the first call being made by 10:30am on the first day of absence;
- follow up on all unexplained absences to obtain notes authorising the absence;
- encourage good attendance;
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns;
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the Education Welfare Officer;
- meet, where possible, the requirements of the UN Convention – The Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them.

Holidays

The school holiday dates are published a year in advance and we strongly advise parents/carers to follow Department for Education guidelines and book their family holidays during the school holidays.

No holiday in term time will be authorised by the school. The regulations (The Education (Pupil Registration) (England) Regulations 2006), make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday.

Parents might decide, nevertheless, to take their child out of school for a holiday. An absence form must be completed prior to this and the absence is recorded as unauthorised.

Absence for Exceptional Reasons

If parents wish to remove their child from school for reasons they consider exceptional, they must complete an absence form in advance. The Headteacher will then decide whether or not to authorise the absence having considered:



- the child's previous record of attendance;
- if the absence exceeds a maximum of ten school days in any one year;
- the timing of the absence, ensuring that it would not cause the child to miss any important assessments.

Encouraging Attendance

The school encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill;
- by celebrating good and improved attendance;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Officer if the irregular attendance continues.

Responding to Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- on the first day of absence, if no note or telephone call is received from the parent/carer by 10:30am, the school will endeavour to contact them that day. If the family are not on the telephone, a letter will be sent;
- if there is no response, the school will continue to try to contact the parent/carer. If by the end of the second day, there has still been no contact made, (third day if waiting for a response to a letter), the school will send a letter of concern to the parents/carers or invite them into school to discuss their concerns. The school will tell parents that if the absence persists a referral will be made to the Education Welfare Officer;
- failure to comply with the expectations set out by the Education Welfare Officer may result in further action, an application for an Education Supervision Order, or court prosecution.



Changing schools

It is important if families decide to send the children in their care to a different school, that they inform Pyrford School staff as soon as possible. A pupil will not be removed from the school roll until the following information has been received in writing:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if different and known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Officer.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the school has the following responsibilities:

Headteacher, Governors and designated members of school staff with overall responsibility for attendance to:

- adopt the whole policy;
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- initiate a scheme for contacting parents on the first day of absence;
- ensure that key staff have timetabled periods for liaison and follow-up work with the Education Welfare Officer and appropriate access to attendance data;
- consult and liaise closely with the Education Welfare Officer on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- work in close collaboration with the Education Welfare Officer during their termly/half termly register analysis;
- set whole school attendance targets;
- monitor and evaluate attendance with the Education Welfare Officer.



Senior Leader responsible for Inclusion to:

- oversee the registration process and ensure that registers are completed accurately and punctually;
- liaise with the Education Welfare Officer regularly;
- reinforce good practice at Key Stage meetings;
- share the class teacher's concerns regarding the early identification of disaffection with the Education Welfare Officer.

Class teachers to:

- complete registers accurately and punctually at least twice daily;
- follow up any unexplained non-attendance via the school office;
- inform the designated person in charge of overall attendance of concerns
- be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Senior Leader responsible for Inclusion.