



THE NEWARK TRUST

PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

ATTENDANCE POLICY

Approval Date: 9 October 2019

Review Date: Autumn 2020

With reference to the following:
The Education (Pupil Registration) (England) Regulations 2016





THE NEWARK TRUST

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 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, alongside the Local Authority, 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;





THE NEWARK TRUST

- contact the school on the first day of a child's absence and keep the school informed if a longer absence is necessary;
- 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;

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 2016), 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 (on the school website) prior to this and the absence is recorded as unauthorised.

Children with Health Needs who cannot attend School

In cases where a child is unable to attend school due to health needs, the school will work with parents and the Local Authority, in accordance with the DfE guidance "Ensuring a good education for children who cannot attend school because of health

National Support School
designated by



National College for
Teaching & Leadership





THE NEWARK TRUST

needs" January 2013

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 'late after the register has closed' and the pupil's name recorded on the late sign-in sheet in case of a fire drill;
- by celebrating good 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 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, 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.



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.



THE NEWARK TRUST

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.

