



Attendance Policy

Adopted by Ashby Willesley Primary School on:	30 th November 2023
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	1
Signed by Chair of Governors	

For the purpose of this policy, the 'Head Teacher' refers to the Executive Head teacher, Head teacher or Head of School.

Attendance and Punctuality Policy

Ashby Willesley Primary School seeks to ensure that all their pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential. For pupils to gain the greatest benefit from their education it is vital that they attend regularly and punctually. Any absence causes disruption to learning and should be avoided if at all possible. Improving attendance at Ashby Willesley School is the responsibility of everyone in our community – pupils, parents, governors and staff.

The Headteacher is responsible for the strategic approach to attendance in school and can be contacted on 01530 413654 or office@willesley.leics.sch.uk

AIMS

- To encourage and assist all pupils to achieve excellent levels of attendance of above 97%
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To maximise attendance across the school population and reduce persistent absenteeism (below 90%).
- To work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance.

	Attendance	Days missed
Outstanding	Attendance is 97% or higher	0-6 days of school missed
Good	Attendance is 95% or higher	6-10 days missed
Requires improvement	Attendance is below 95%	10-19 days missed
Cause for concern (Persistent absence)	Attendance is below 90%	20+ days missed

PUPILS

All pupils are expected to:

- Attend school regularly and to arrive on time.
- Come to school properly equipped and prepared to learn.
- Talk to a member of staff if there is a problem causing them to miss school.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn

- They inform the school of the reason for any absence by Weduc on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. If no reason is given, the absence will be automatically unauthorised
- They know that they will not have holidays authorised during term time
- They make medical and dental appointments outside school time wherever possible
- They give the school up to date information regarding diagnosed medical conditions which may affect attendance
- They provide the school with up-to-date contact details

THE SCHOOL

The school will:

- Strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.
- Build strong relationships with families
- Establish an effective system of incentives and rewards to recognise the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give a low priority to attendance and punctuality.
- Recognise all young people who fall below the DofE threshold of 90% attendance as Persistent Absentees and will treat them as a vulnerable group of pupils who warrant additional support.

Registration

Registration is a legal requirement and creates an orderly start to the school day.

The school day is from 8.40 - 3.15. Registers open at 8.40 and close promptly at 9.00. The afternoon register is taken straight after lunchtime (FS/Year 1 12.45, Y2/3 13.00, Y4/5/6 13.15).

Pupils arriving after the registers are closed will receive a late mark. Any pupil arriving after 9.00am will receive a 'U' code in the register which equates to an unauthorised absence. If a valid explanation is received by school for the late mark, the Headteacher has the discretion to amend this to an authorised absence.

Authorised/Unauthorised Absence

In the event of a pupil's absence, the school office should be informed via Weduc.

The school's register will be coded in accordance with the Department of Education mandatory codes as published in the Working together to improve attendance guidance 2022.

All absences must be explained by a parent or carer. The school will then decide whether or not to authorise the absence.

Any unexplained absence will be unauthorised.

Absence may be authorised due to:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

School attendance records are completed daily and stored electronically for future reference.

If a pupil's attendance becomes a cause for concern, the school may ask parents to provide medical evidence to substantiate their reasons before the absence can be authorised.

Holidays

Ashby Willesley Primary School believes that any absence from learning disrupts continuity of learning, undermines educational progress and should be avoided, therefore, holidays in term time will not be authorised unless deemed by the Headteacher to be exceptional.

Exceptional Leave

The school recognise that there may be times when a pupil requires exceptional leave during term time for short periods of time. In these circumstances parents are asked to complete the 'Exceptional Leave Form' to request the absence. These requests will be considered by the Headteacher on an individual basis.

Procedures for Following Up Absence/Lateness

If a pupil is absent and no reason has been provided by 9.45am, school will contact parents, as part of the safeguarding procedure. School will contact emergency contacts in order of preference on the pupil's admission form.

If absence continues without explanation, further contact will be made to ensure safeguarding.

When a pupil arrives after 9.00, parents will be asked the reason for the late arrival.

Monitoring Pupil Absence and Notifying Parents of Concerns

Attendance is monitored on a regular basis by the Headteacher. Parents/carers will be kept regularly informed of all concerns regarding attendance and punctuality. Every effort is made to resolve attendance concerns through joint support with school, parents and pupils and where necessary, wider support services.

The following steps will be followed to address attendance concerns :

- 1) When a pupil is identified as having low attendance, an initial letter will be sent, advising parents of the attendance concern.
- 2) If there is no improvement over a reasonable period of time, a second letter will be sent to parents/carers, inviting parents to make an appointment with the Headteacher to discuss ways that school and home can work together to support improving attendance.

- 3) If there continues to be no improvement, a Final warning notice will be sent to parents/carers.
- 4) School will pass the case on to The Attendance Team at the Local Authority for legal intervention to be considered.

Ashby Willesley school recognises that some pupils face greater barriers to attendance than their peers. We are mindful of individuals pupils' barriers and will put additional support in place where necessary to help them to access full-time education. In very exceptional circumstances, where it is in the pupils' best interest, we may consider a part-time timetable.