



Attendance Policy

**Wadsworth Fields Primary School
2022**

Aim

At Wadsworth Fields Primary School, we believe that:

- pupils need to attend school regularly so they can take full advantage of the educational opportunities available
- poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.

Therefore we will aim to take all reasonable steps to maximise attendance rates and actively discourage late arrival

Objectives

- To support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- To keep an accurate and up to date record of attendance.
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance of individuals, groups and the School.

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership to make education a success and to ensure that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

The Law

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education.

Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Authorising Absence

The law states Education (Pupil Registration) (England) Regulations 2006 and Amendments 2013 that previous regulations regarding approving absences (particularly those caused by family holidays) no longer apply. Absences will only be authorised if they are caused by genuine illness or by 'exceptional circumstances'.

Absence will be authorised if:

- The pupil was absent due to illness.
- The pupil had leave of absence granted by the Head Teacher.
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The absence was due to a medical or dental appointment. *NB It should be noted that the school considers that standard optician and dentist appointments should be made out of school times and do not constitute exceptional circumstances. However, appointments at the doctors, hospital and orthodontist can be harder to arrange and these may be authorised in some cases. Parents will be asked to provide a copy of the appointment letters/cards.*

In addition, the school *will consider authorising* absence in the following exceptional circumstances:

- Family bereavement.
- Weddings
- The pupil is visiting a prospective new school
- The pupil is undertaking external exams or educational assessments
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The school *will not authorise* absence in the following cases:

- Holidays other than in exceptional circumstances
- First week of the school year
- KS2 SATs week
- Shopping during school hours.
- Birthdays
- Pupils remaining at home when another family member is ill

We encourage parents, where possible, to make routine appointments for the dentist or optician outside of schools hours, however we recognise that this is not always possible. If a child has an appointment in the middle of the school day they are still expected to attend school before and after the appointment.

Lateness

Punctuality to school is crucial. Lateness causes disruption to pupil's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. Pupils in Years 1 to Year 6 should arrive in the playground in time for entering school at 8.45am.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. Registration takes place at 8.45am for pupils in Years 1 to Year 6 and 8.50 for pupils in FS2. Pupils who arrive after 9.00am must report to the school office and will be recorded as late to school. Arrival after 9am is recorded as an unauthorised absence. Parents whose children regularly arrive late will receive a warning letter from school. Extreme cases may be referred to the LA Attendance Enforcement Team.

Pupil's attendance and punctuality is recorded on their end of year report and will be passed on to future schools as necessary.

Issuing a Penalty Notice

A penalty notice is a suitable intervention in circumstances where the parent is judged capable of securing their child's regular punctuality and attendance but is not willing to take responsibility for doing so. This includes where families take a holiday during term time.

In the vast majority of instances, penalty notices will be the last resort where all other efforts to address non-attendance or poor punctuality have failed. A letter, warning of the possibility of a penalty notice being issued will normally be sent when a family is causing significant cause for concern.

A fixed term penalty notice may be issued when a child has had more than 6 unauthorised absences (3 days) or has been late 10 times in any rolling 6 week period (this period consists of school weeks and can run on both sides of a school holiday). The penalty is set at £120 and should be paid within 42 days of the date on which the notice starts. If the penalty is paid within 28 days of the date on which the notice starts the sum is reduced to £60. The penalty will be issued per child, per parent once within any rolling 6 week period. A parent is considered to be someone who has parental responsibility or an adult with whom the child lives on a regular basis. The notice is payable to the Local Authority.

For example, if a family with two adults and two children take both children out of school for 5 days, the fine would be £480 (£240 if paid within 28 days).

For example, if a single parent took two children for the same amount of time by him/herself, the other parent would not be charged. The fine for the single parent taking the children out of school would be £240 (£120 if paid within 28 days).

When determining whether a penalty notice should be issued the school will consider a range of factors including:

- Whether a child is classified as being (or has been in the past) a persistent absentee with an attendance figure of less than 90%
- Whether a child has (or has had in previous years) an attendance figure of below 95%
- Whether there is a noticeable pattern of non-attendance or lateness
- Whether there is a history of taking unauthorised holidays in term time
- Whether the parent is making every effort to ensure good attendance (this does not include simply calling school to say that their child is unwell)
- If the school believes that a parent/carer has given incorrect information, it is entitled to ask for evidence for that absence or lateness
- This may or may not prevent families taking holidays but calling school to say that their child is unwell. If school has good reason to believe a child is not unwell, a penalty notice may still be issued

Expectations

Parents will:

- Ensure that their child/children arrive at school on time every day. *8.45am for pupils in Year 1 to Year 6 and or 8.50am for pupils in FS2.*
- Provide written explanation for a pupil's absences from school.
- Endeavour not to take pupils out of school in term time.
- Notify the school as soon as problems arise by no later than 9.30am with the reason for their child's non-attendance.
- Telephone the school on the first morning a pupil is absent (if no letter has been sent in advance).
- Make sure a note is sent to explain absences.
- Ensure regular school attendance and be aware of their legal responsibilities.

School will:

- Implement Attendance Policy and inform parents.
- Monitor and review Attendance Policy.
- Set and monitor attendance targets.
- Implement system of rewards and sanctions.
- Give attendance a high profile in assemblies and in the school newsletter.
- The HT will report on attendance to governors.
- Work with colleagues to identify causes of non-attendance.
- The head teacher will make a referral to the Local Authority Targeted Support Department and Early Help Unit for a pupil whose attendance has not improved
- Give attendance a high profile.
 - Praise students for arriving on time.
 - Take prompt action where students are late or absent without explanation.
- Keep accurate registers.
- Report attendance data too Governors termly

Office staff will:

Oversee administration of the Register system. Streamline and make adjustments to systems and procedures.

- Provide regular attendance information for head teacher reports to governors.
- Phone parents after 9.30am on 1st Day Contact List and monitor attendance and punctuality alerting head teacher when concerns arise.
- Send letters home to parents of children whose attendance falls below 95% (*see appendix 1*)
- Send home letters to parents of children who are persistently late (*see appendix 2*)

Rewards

- Celebration of best attendance for the week in assembly
- Attendance for class to be displayed on the door

- Individual attendance charts and rewards created for pupils whose attendance is a concern
- Non uniform day vouchers to be awarded to pupils attendance of 97% and above in a half term.

Changing Schools

It is important that if families decide to send their child to a different school that they inform Wadsworth Fields Primary School as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Parent guides to these measures are available on www.parentcentre.gov.uk

Appendix 1



Head Teacher Lynn Corner-Brown
Wadsworth Road, Stapleford
Nottingham NG9 8BD
Tel: 0115 9496720 Fax: 0115 9496728
Email: office@wadsworth.notts.sch.uk
Website: www.wadsworthfieldsprimaryschool.co.uk

Mr and Mrs S Wadsworth
Wadsworth Road
Stapleford
Nottingham
Nottinghamshire
NG9 3BD

Dear Mrs A.N.Other

At Wadsworth Fields improving school attendance is a priority and as such it is regularly monitored in our drive to provide the best for the children in our care.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. As a school, we will encourage parents/carers to ensure that their child achieves maximum possible attendance and to inform us if there are any problems that prevent this, so that we can work together to find a solution.

Insert pupils name Registration Certificate shows that *his/her* attendance percentage up to and including *insert date* is **83%**.

This is below the national average of 96% and it is imperative that we see an improvement in this figure. Pupils with less than 90% attendance are classed as persistent absentees. 90% attendance is equivalent to missing half a day for every week of school and those with less than 80% attendance level are missing equivalent to a whole day for every week of school. Pupils with less than 80% attendance could be referred to the Local Authority, who may issue a Penalty Notice.

If you have any queries, or would like to talk about your child's attendance and what we can do to support you, please do not hesitate to contact us.

Yours sincerely

Ms L Corner-Brown
Head Teacher

If your child's attendance during one school year is...	This is equal to <i>(days absent in total for the year)</i>	Which is approximately <i>(weeks absent in total for the year)</i>	What impact does this have on my child?
97% and above	6 days or less	1 week or less	96% is the National average so anything above this is excellent attendance. If your child has this attendance, they should achieve the best outcomes they can, building a firm foundation to their education.
95%	10 days	2 weeks	If your child has this level of attendance your child is likely to achieve their targets and has a good start to their education.
90%	19 days	4 weeks	If your child has this level of attendance they may fall behind and it will be difficult for them to make good progress. Should their attendance fall below 90%, they then fall into the category of persistent absentees .
85%	29 days	6 weeks <i>(a half term)</i>	At less than 90% your child falls into the category of persistent absentees . With this level of attendance it will be very difficult for them to keep up and achieve their best.
80%	39 days	8 weeks <i>(more than a half term)</i>	If your child has this level of attendance, it will be almost impossible for them to keep up with work. Parents of pupils with this level of attendance could be referred to the Local Authority who may issue a Penalty Notice.

Appendix 2



Head Teacher Lynn Corner-Brown

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Mr and Mrs S Wadsworth
Wadsworth Road
Stapleford
NOTTINGHAM
Nottinghamshire
NG9 8BD

07 March 2016

Dear Mr and Mrs Wadsworth

Re: Attendance – Samuel WADSWORTH

School attendance is a priority for our school and we are constantly monitoring this as part of our commitment to improving the attainment of our pupils.

During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to Samuel's current number of late sessions:

Attendance	80.00%
Number of late sessions	22

We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age.

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

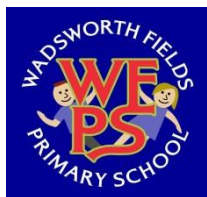
We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education.

If you have any queries or would like to talk to anyone about attendance and what we can do to support you, please do not hesitate to contact me on 0115 9496720.

Yours sincerely

Ms L Corner-Brown
Head Teacher

Appendix 3



Head Teacher Lynn Corner-Brown
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Tel: 0115 9496720 Fax: 0115 9496728

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Website: www.wadsworthfieldsprimaryschool.co.uk

Mr and Mrs S WADSWORTH
Wadsworth Road
Stapleford
NOTTINGHAM
Nottinghamshire
NG9 8BD

08 February 2016

Dear Mr and Mrs S WADSWORTH

PENALTY NOTICE WARNING – Samuel WADSWORTH- Date of Birth – 14 March 2004

Further to our meeting on Monday afternoon this letter is to confirm that the registers at Wadsworth Fields Primary School show that, to date, your child has missed 33 days (66 sessions) of school due to absences since the start of the school year, 3rd September 2015 to 8th February 2016. This includes 14 days (28 sessions) in the Spring term so far. Over the last 6 weeks Samuel's attendance has dropped to 44.83%, 31% of absences being unauthorised. This means that your child's absence from school now meets the persistent absence threshold.

You, as parents, have a legal responsibility under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. Following Local Authority advice, as discussed this afternoon, your case will be referred to the Early Help Unit who may decide to issue a Penalty Notice under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child, or involve other agencies in supporting Samuel's attendance.

Please take immediate steps to ensure Samuel arrives at school on time every day and obtain medical evidence if he is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

As agreed in our meeting Samuel's regular attendance will continue to be supported by school through a series of rewards to encourage him to attend and boost his enjoyment of school. While at school Samuel will have regular meetings with staff to encourage him to develop a positive attitude to school life.

Should you have any further questions please do not hesitate to contact me.

Yours sincerely

Ms L Corner-Brown
Head Teacher

