



## **Willow Lane Community Primary School** **School Attendance Policy: Summary**

**Good attendance is essential to pupil achievement. At Willow Lane we want all pupils to take full advantage of school and to gain the appropriate skills which will equip them for life. The attendance policy is based on the premise of equal opportunities for all.**

### **School Starts**

The school bell is rung at 8.50am. Children are to make their way into school at this time. Children are expected to be in the classroom by 9 o'clock.

### **Parents' responsibilities: -**

- To ensure children arrive at school on time.
- To ensure children attend regularly.
- To contact school on the **first day of absence by text through 'Teachers to Parents'**.
- To contact school daily for continued absence.
- To return reason for absence letters when sent by the school.
- To make contact with school when encountering problems with attendance.
- To attend meetings with the School Attendance Coordinator, if concerns are identified.
- To support school in agreed interventions/Attendance Agreements.
- To make medical appointments, where possible, after school.

**School must have a legitimate reason for why a child is absent. If no reason is given for absence, this will be recorded as unauthorised.**

### **'Leave of Absence from Maintained Schools'**

Leave of Absence from maintained schools will be unauthorised unless there are exceptional circumstances. To apply for a child to be granted leave from school parents/carers should complete a 'Application for Leave of Absence' form and return it to school for consideration **well in advance of the proposed leave and before committing to any expenses**. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance.

### **Local Authority Fixed Penalty Notice**

**If a child still takes a Leave of Absence when the application has been declined the child's reason for being off will be marked as a (G). This means your child's absence has been recorded as an unauthorised absence.**

**Parents/carers can be issued with a penalty notice (a fine of £120 per parent per child) from the Local Authority when their child has 10 sessions of unauthorised absence in a term or 14 sessions of unauthorised absence in two consecutive terms. A morning counts as one session and an afternoon counts as one session (there are 2 sessions in a day). Therefore parent/carers can be fined for poor attendance, being late after the register has closed, taking holidays (5 days/10 sessions or more) in term time, without authorisation from the school.**

### **School responsibilities: -**

- To monitor and record, on a daily basis, pupils who are late for school and for what reason.
- To contact any parents/carers who have not contacted the school on the first day of absence.
- To send a letter home requesting reason for absence, if contact by telephone has been unsuccessful.
- To monitor absence letters, reasons for absence and unauthorised absences and highlight any concerns. If there are any punctuality/attendance concerns a first letter will be sent home, bringing the problem to the parent/carer's attention and offering them a chance to discuss any concerns they are having with the School Attendance Coordinator.
- To send a second letter if no improvement has been made. The letter asks the parent/carer to contact the school to discuss the problem/s and meet with the School Attendance Coordinator.
- To set individual attendance/punctuality targets with pupils and to monitor progress.
- To put an Attendance Agreement in place with parent/carer/pupil if attendance/punctuality becomes a concern and a pupil's attendance percentage goes below 90%.
- To refer pupils to the Pupil Attendance Support Team if improvements have not been made after following the above steps. If still no improvement asked to attend Attendance Panel.
- To send a congratulations letter home if improvements have been made and to present a certificate to the pupil.
- To celebrate 100% attendance, children are given certificates half termly.

**Punctuality and Attendance is a legal responsibility.**