

WILLOW LANE COMMUNITY PRIMARY SCHOOL ATTENDANCE POLICY



Mission Statement

The children are at the heart of everything we do at Willow Lane Community Primary School and they are happy, creative and achieving well academically. They are encouraged to learn to the best of their abilities and we also want them to have fun along the way – to understand nature by growing vegetables and exploring the wildlife area, to develop confidence through drama and singing, to nurture independence through problem-solving and to develop positive human values by caring for each other and making links in the local community which we are proud to serve. We know that children learn – academically, socially and morally – when they are emotionally engaged and that is why we 'teach to the heart'.

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Willow Lane Community Primary School 2021 School Attendance Policy

Good attendance is essential to pupil achievement. At Willow Lane school 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.

Aims

- To improve the quality of school life
- To create a culture in which good attendance is “normality”
- To demonstrate to pupils, parents and staff that good attendance is valued by the school
- To recognise that good regular attendance is an achievement within itself.
- To be consistent in implementation both terms of rewards and sanction.
- To value the individual.
- To have a positive and consistent communication between home and school.
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Core statement on Attendance

Good attendance is essential (96% or more), if standards of pupil achievement are to raise enabling pupils to take full advantage of school and gain the appropriate skills, which will equip them for life.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parents, local community and the PAST can work in partnership.

The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and liaise with home and other agencies when this is appropriate.

Good attendance will be seen as an achievement in its own right and will be recognised as such by the school.

The attendance policy is based on the premise of equal opportunities for all.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

Why Regular Attendance is so important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

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 9.00am for registration for the start of the school day.

Registers

Class teachers will mark the register at the beginning of morning and afternoon sessions, in accordance with the agreed county procedure. The register will close 30 minutes after the session commences in the morning and 5 minutes in the afternoon. The register will be returned to the office by 9.00 in the morning and 1.20 in the afternoon. In accordance with regulations if your child arrives after 9.30am they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

The School Attendance Lead will put the appropriate code into the register if a child arrives any time after register is returned to the office.

ABSENCE PROCEDURES

Parent/carers responsibilities

Parents/Carers must contact the school on the first day of absence either by phone or you can call into the school and report to reception. This is for the children's welfare and safety, that we know that if the child is not in school, that they are safe at home. Also, it is an offence if a child is off school without sufficient reason. If parents and carers need someone to talk to about any problems they may be having getting their children to school, they can contact The School Attendance Lead– Kirsty Banks - for a conversation.

Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

The School Attendance Lead will monitor every morning children who are late for school and for what reason. This is recorded in the registers if it is before register closes (L) or after the register closes at 9.30am (U). These will be updated in registers. The reason why they are late is recorded on the attendance module within SIMS. Parents/carers/pupils have to sign the 'Reason Why Late to School' file. This includes recording the date, time, minutes late, and the reason why late they are late.

Attendance

The School Attendance Lead, when registers have come back to the office, will look to see who is off school and go around classes and double check those children are definitely not in school.

When children have not arrived at school by 9.30 and their parent/carer have not contacted the school with a reason for a pupil's absence, **school will ring the pupil's contacts, in the order given for emergency contacts, until we get a response and reason for absence. If we are unable to speak to any of the pupil emergency contacts, school will undertake a home visit.** To ensure children are safeguarded, the school asks for at least two telephone contacts per child.

Parents/carers must have a legitimate reason for why their child is off. This will be recorded in the Attendance and Punctuality File and the class register. The school will remind parent/carer's to telephone the school if their child is going to be off the next day. These are recorded in registers by the School Attendance Lead /Clerical Assistant. The School Attendance Lead will record this on SIMS.

Absent due to illness:

Willow Lane Community Primary school follows the 'Guidance on infection control in schools and other settings' directed from the Health Protection Agency. These guidelines recommend the period of time a child should be kept away from school. In certain situations school will advise parent/carers when their child can be brought back to school as there may have been a period of infection and risk to other pupils.

Understanding types of absence:

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- whole day off school for a GP/dentist check-up.
- holidays that exceed the amount agreed by the Headteacher

Parents should be aware that the decision whether to authorise an absence or not rests with the school. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence may be authorised. This may be in the form of a prescription or appointment card or similar.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% (**below 90%**) or more schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support including individual incentive programmes, attendance agreements, attendance panel contracts and participation in group activities around raising attendance.

In-School Strategies to Improve Attendance/Punctuality

The School Attendance Lead will work closely with the children, staff, the Headteacher, and parents/carers to monitor punctuality and attendance.

- Willow Lane C.P. School employs various positive strategies/rewards, which will be mentioned in more detail later in this policy.
- Letters are sent home if there are any concerns (for example, lateness, off for numerous medical reasons, school not informed why they have been off and if their attendance is below 90%).
- Meetings in school between parents, pupils, staff, Attendance Lead and the Headteacher.
- Attendance Agreements between parents/carers and school.
- Use of Young Family's Early Help Assessment and/or referral to outside agencies (including the Local Authority Pupil Attendance Support Team)
- Attendance Panels
- Penalty Notices.

Concerns (contact made with parent/carer)

- The School Attendance Lead updates the registers on the attendance module within SIMS (checking letters sent in by parents, the late book and the signing in and out book). This is inputted daily. We record who gave the information, the reason given and who they gave the information to at school. Once this is completed, those children who are absent from school will have a (N) code recorded on SIMS until a reason is given for their absence.
- **If parents/carers have NOT contacted school to give a reason for a pupil's absence, school will ring the pupil's contacts, in the order given for emergency contacts, until we get a response and reason for absence.**
- **If we are unable to contact any of the pupil emergency contacts school will undertake a home visit.**

Continued Concerns over punctuality and attendance

The procedure is as follows: - the School Attendance Lead will send a letter home bringing the problem (attendance/punctuality concerns) to the parent/carers attention and offering them a chance to discuss any problems they are having with the School Attendance Lead. Giving them the opportunity to adhere to what has been said and improvements are made without any further intervention. This will be monitored. It also gives the parents/carers to be signposted to other agencies if encountering difficulties.

The second letter is sent when no improvement has been made. The letter asks the parent/carer to contact the school to discuss the problem/s and also mentions the possibility if no improvement that they will be required to come to a meeting. The School Attendance Lead will draw up an Attendance Agreement with parents/carers and

pupils (if relevant) and this will be discussed, agreed and all parties will sign the agreement.

If parents/carers do not ring school the School Attendance Lead will write to them requiring them to attend a meeting on a specific date. The parents will be informed that if their child's attendance doesn't improve consideration should then be given to additional strategies eg, referral to PAST (Pupil Attendance Support Team), legal process and Young Family's Early Help Assessment process (if there are additional concerns) etc.

A PAST referral can be completed by school without parent/carers permission when their child/children's attendance goes below 90% and/or there are concerns about their child being late to school. Also, a parent/carer can be issued with a penalty notice when their child has 10 sessions of unauthorised absence in a term or 14 sessions of unauthorised absence in two consecutive terms. Therefore parent/carers can be fined for poor attendance, being late to school on numerous occasions and taking holidays (5 days or more) in term time without authorisation from the school.

The School Attendance Lead regularly monitors attendance, looking at trends of absence.

Regular letters are sent home to reiterate the importance of attending school.

The Local Authority Attendance Team:

If difficulties cannot be sorted out using in-school strategies, the school may refer the child to the Pupil Attendance Support Team (**PAST**) from the Local Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist, these Officers work closely with school and support school with sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Attendance Panels

Aim

The aim of the attendance panel is to increase school attendance for individual pupils in as efficient way as possible. Where there is no improvement a PAST referral will be completed.

Objective

The objective is for parents/carers, school and the school attendance co-ordinator to come together and form an "action plan". Such a plan may involve a re-integration package provided by school, more commitment from parents or further assistance from the School Attendance Lead from school.

For the plan to be successful it requires a commitment from all parties.

The attendance panel will meet approximately once a half term at Willow Lane CP School, Lancaster. The School Attendance Lead, Headteacher and School Governor will be present.

Criteria for short listing

1. Attendance of less than 90% over a four week period, or more than 10 days block absence in the same period, with 90% of absences unauthorised.
2. Late to school.
3. Repeated contact with family by school or School Attendance Lead.
4. Pupils have no reason for absence.
5. Unlikely to include pupils where there have been previous prosecutions
6. Unlikely to include pupils who are looked after or subject to multi-agency referral.

Process

1. School Attendance Lead to shortlist candidates with the Head teacher and a School Governor.
2. Parents to be invited to panel meeting by letter or home visit with letter.
3. Action to be agreed by all present at the panel meeting and pro-forma completed.
4. Letters to be sent to home address with copy of pro-forma detailing targets and timescales
5. Process to be followed even if parents do not attend.
6. Parents to be invited to following panel with Headteacher, School Attendance Lead and School Governor if targets not met. Response letter if target met.
7. All parents invited to the panel to be sent weekly attendance printouts as in the attendance-monitoring program.
8. If no improvement is made a PAST referral will be made.
9. If there is improvement made the family and child will be congratulated. But a period of monitoring will still be in place.

Systems to promote Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give you details on attendance in our regular newsletter;
- Report to you termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments. We also use a traffic light system. Green shows 96% or higher attendance, amber shows 90 – 95.9% attendance and red shows below 90% attendance.
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.

- Carry out transition work with pupils moving between nursery and reception, and before leaving for high school;
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school.
- Further develop positive and consistent communication between home and school
- Make attendance and punctuality a priority for everyone associated with school, including parents, pupils, staff and governors.
- Set targets to improve individual pupil and whole-school attendance.
- 100% attendance certificates given out at the end of each half term. (This will be done on a half termly basis, not for the full year).

The School Attendance Lead has created an incentive board to record children's attendance and punctuality. The School Attendance Lead will regularly (weekly/fortnightly) announce who has had the best attendance/punctuality in assembly. The class that has the highest percentage in the Summer Term is rewarded with a class trip.

Occasional awareness weeks will be operated for punctuality. Certificates will be awarded to children with 100% attendance and punctuality during the term and throughout the school year.

Targets are set for individual children to improve their punctuality and attendance and they receive a certificate when they achieve this. Also, a letter goes home to parents/carers congratulating them on doing this.

Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, a leave of approval should be obtained from the head teacher before making any bookings.

Leave of absence in term time will not be granted unless:

- 'leave of absence request form' has been made in advance by a parent with whom the pupil normally resides (using the form available on the school website or from the school office), and
- The head teacher considers that leave of absence should be granted due to the exceptional circumstances relating to the request.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, e.g. when a pupil is just starting at school or during assessment periods, such as SATs.
- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised.

If a child still goes on holiday when the application has been declined the child's reason for being off will be marked as an (G) which is an unauthorised absence. If the holiday is 5 days or more parents/carers will be issued with a penalty notice (a fine of £120 per parent per child if paid within 28 days or £60 per parent per child if paid within 21 days) from the Local Authority. All penalty payments are made to the Local Authority.

If a holiday of less than 5 days is taken (even in exceptional circumstances) and the pupil's attendance goes below 90%, procedures will be followed with regard to low attendance/persistent absence.

Religious absence

School will authorise one day of absence per religious festival, e.g. Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

Participation in sporting events

Parents can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the head teacher's discretion and she/he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs, e.g. the sports club or association providing an approved education tutor.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as code P.

Permission for your child to leave early or arrive late in order to attend coaching and training sessions is also at the discretion of the head teacher and is unlikely to be approved if it would occur regularly.

Participation in performances (e.g. theatre, television, modelling)

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates that the child is to be away from school, the head teacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the head teacher to authorise the leave request.

Any absence authorised for the child to take part in a performance will be recorded as code C.

Signing in and out

If a child goes home ill or goes to a pre-arranged appointment, the person picking them up must sign the child in and out (if returning back to school).

Children should be signed in and out if taken off-site by the appropriate adult. It may be an outside agency.

Pupils leaving/moving school

If a member of staff hears from a child/parent/carer that a child plans to leave the school, the School needs to be informed. If the information is given directly by the parent/carer, the member of staff who took the information needs to ask them to arrange an appointment with the Headteacher. This information will be recorded in the School Leavers File and will be updated when the child leaves.

Children missing Education (CME)

The Children Missing Education Team ensure the Local Authority fulfils its statutory duty under Education Act 1996/ Education & Inspections Act 2006 to make arrangements to enable them to identify children and young people in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school.

This is via notification to the team from schools, other agencies and members of the public of children who are, or who are at risk of becoming Children Missing Education.

A child missing education is defined as a child of compulsory school age who is not on a school roll and not receiving an education via other means – for example, via Elective Home Education or an alternative provider such as a college.

This includes but is not limited to situations where:

- A child/young person is on roll but has been excluded and no alternative provision is in place after 6 days
- A child/young person has not been attending school and a home visit reveals that the family may have moved away
- A child/young person has moved into the area but no arrangements have been made to access a new school
- A child/young person has moved out of the area (this includes moving outside of the UK) or is about to move out of the area but no arrangements have been made to access a new school
- A child/young person who has been offered a school place, but parents have refused the place offered and the authority is not aware of alternative arrangements for the child/young person's education

However, a child may still be at risk of missing education or missing out on education even if they are on a school roll and such cases should also be reported to the Local Authority.

Willow Lane's procedures are as follows:

- We will undertake enquiries to try to ascertain the whereabouts of pupils prior to making a CME referral. (above procedures about contacting parents/carers).
- We will notify CME of children whose whereabouts are unknown or who have moved out of the area and no new school has been arranged.
- We endeavour to provide as much information as possible on the referral form to assist with CME enquiries.
- In addition to a CME referral school would also make referrals in line with appropriate safeguarding procedures where there are other safeguarding concerns including radicalisation, forced marriage, female genital mutilation, child sexual exploitation.
- If the school become aware of any further information that would impact on the case, after they have notified CME, we would update the CME Officer. If the case has not yet been allocated we would inform the team using the cme@lancashire.gov.uk email.

If a child leaves school and parents/carers have not informed school of the new school their child/children will be attending the School attendance Coordinator will have to inform the Children Missing Education team (CME)

If a child misses education on repeat occasions, school needs to assess the risks.

(Please refer to Dfe children Missing Education statutory guidance for local authorities September 2016)

Medical Appointments

Parents/Carers are asked where possible to make appointments after school hours. If they need to be made in school time, where possible, they should be made later in the school day.

Penalty Notices

The Governors have agreed to this procedure if a family has poor attendance. Parents/carers will have gone through the process of meetings, attendance panels and there is still no improvement. Parents/carers will be given a warning that this will be the next step if there is no improvement.

Also parents/carers can be fined if they take a Leave of Absence in term time that has been unauthorised and is 5 days (10 sessions) or more.

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help school to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

RIGHTS AND RESPONSIBILITIES

Parents/carers

- Ensure children attend regularly
- Contact expected on first day of absence
- Expected contact frequently for continued absence
- Parental notes on return of absence.
- Avoid holidays in term time where ever possible
- If holidays are permitted, need to fill in holiday request form.
- Early contact with school where parents become aware of problems with attendance.
- Attendance at meetings if concerns are identified.
- Supporting school in agreed interventions/action plans.
- School are given up to date contact information.

Pupils

- Acknowledge behaviour needed out of school e.g. early bedtimes to allow punctual attendance.
- Attend school/registration punctually.
- Adhere to appropriate systems for late registration.

School staff

Head Teacher

- Lead on giving attendance a high profile.
- Ensure there is designated staff with day-to-day responsibility for attendance matters and protected time allocated to discharge those responsibilities.
- Take overall responsibility for ensuring the school conforms to statutory requirements regarding attendance.
- Consider each request for leave against the school's criteria, decide whether some, all, or none of the leave will be authorised and notify parents of this decision.
- Where there is uncertainty regarding an absence, make the decision whether or not to authorise an absence, or to request further evidence to support the decision-making process.
- Provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

All school staff

- Teachers to adhere to county procedures when marking registers in the morning and afternoon.
- All staff will provide a welcoming atmosphere for children and a safe learning environment.
- Provide a listening ear to children who may need to talk about their concerns.
- To be aware of factors that can contribute to non-attendance.
- Have an important role to play in ensuring attendance is seen as important for all pupils.
- To participate in training regarding school systems and procedures.
- To work closely with families
- Discuss attendance concerns at an early stage with children and parents/carers.
- To raise any concerns about attendance with the attendance lead and/or headteacher.

Attendance Lead

- To monitor attendance and punctuality daily
- To contact parents/carers of children not in school and no contact has been made to inform school as to why they are off. If contact made with home this information is recorded in the registers.
- To sent absence letters home weekly if no reason has been given.
- To work closely with all staff.
- To send letters home if concerns over attendance (including below 90%), lateness, off for various medical reasons, unauthorised absences.
- To input registers on to Attendance 7
- To meet/communicate with parents/carers where there are concerns with their child/children's attendance.

- To put in place Attendance agreements with parents/carer/child/children where attendance is a concern and no improvement has been made.
- Where there are concerns to refer to PAST and/or complete a Young Family's Early Help assessment.
- To call Attendance Panel's where there are concerns over a family and no improvement has been made.
- To have whole school initiative to encourage good attendance.
- To meet with parents/carers regarding Leave of Absence requests. The Headteacher will authorise/unauthorise the request.
- To monitor and be informed of pupils leaving school
- To monitor missing pupils and inform the appropriate agencies
- To work closely with outside agencies
- To attend meetings with outside agencies.
- To send congratulations letters where there have been improvements in attendance/punctuality.

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it annually.
- Agree targets for attendance at Willow Lane CP School.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the head teacher (or other designated person) to make decisions regarding leave of absence requests.
- Work with the head teacher in establishing equitable and consistent criteria against which leave requests will be considered.

Schools are bound by a range of attendance legislation and guidance.

Lancashire County Council (the local authority)

School Attendance Consultants (SACs)

SACs are schools' first point of contact for attendance advice regarding individual pupils and the whole school.

Pupil Attendance Support Team (PAST)

Pupil Attendance Support Workers undertake direct work with primary pupils and parents/carers, support attendance projects in school, and can provide supplementary evidence for legal interventions initiated by school.

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions in the event of failure to attend school regularly, SALT undertakes enforcement processes, including penalty notices,

prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. For further information see section 7, below, regarding notifications schools must submit.

School targets, projects and special initiatives:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is **96%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the area.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in newsletter and we ask for your full support.

Summary:

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.