



West Park Primary School Attendance Policy

signed by

Headteacher

Date:

Chair of Governors

Date:

Next review date: May 2025

Introduction

West Park Primary School believes that in order to facilitate teaching and learning, good attendance and punctuality are essential. Pupils cannot achieve their full potential if they do not regularly attend school and on time.

Attending school is vital for future successes.

There is a clear link between poor attendance and lower academic achievement. DfE (Department for Education) research (2012) on [improving attendance at school](#) found that:

- Only 3% of pupils with an attendance less than 50% manage to achieve 5 or more GCSEs at grades A*-C including maths and English.
- 73% of pupils who have over 95% attendance achieve 5 or more GCSEs at grades A*-C
- Pupils with persistent absence are less likely to stay in education

At West Park Primary School, we are committed to meeting our obligations with regards to school attendance by:

- having high expectations for all pupils to attend school regularly and on time using our 'every second counts' approach.
- promoting good attendance and reducing absence, including persistent absence.
- ensuring every pupil has access to full-time education to which they are entitled.
- acting early to address patterns of absence.
- ensuring that parents/carers perform their legal duty to ensure all children of compulsory school age attend school by removing barriers **through challenge and support**.

Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1966](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and subsequent amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#) and up-to-date guidance: [Working together to improve school attendance.pdf](#).

This policy will be applied consistently and fairly considering the needs of individual pupils and their families. We believe all children have the right to an education and uphold the Rights of the Child as set out in the UN convention.

Roles and responsibilities

At West Park Primary School, we believe that ensuring good attendance for all is everyone's responsibility. We work together with pupils, parents, and local partners to secure good attendance for all by removing barriers.

The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The Headteacher is responsible for the:

- implementation of this policy
- monitoring school-level absence data, alongside the Attendance Officer/Pastoral Lead and reporting it to Governors
- supporting staff with monitoring the attendance of individual pupils
- issuing fixed-penalty notices, where necessary

The Attendance Officer with the Pastoral Lead is responsible for:

- monitoring attendance data across the school and at an individual pupil level outlined in this policy including patterns and trends
- reporting concerns about attendance and punctuality to the Headteacher
- liaising with relevant stakeholders: parents, Headteacher, Inclusion Lead and Safeguarding, Education Support Service where concerns arise, or intervention required. Working together to support positive outcomes.
- recording persistent absent information and/or other relevant information e.g. safeguarding/frequent lateness onto the school monitoring platforms
- tackling persistent absence by following school policies and procedures including through the school's Attendance and Punctuality Management plan Appendix A
- arranging calls and meetings with parents to discuss attendance
- advising the Headteacher when to issue fixed-penalty notices including for holidays during term time
- communicating attendance information to all relevant stakeholders: parents, staff, pupils, Governors
- producing weekly, termly, and yearly attendance data with support from data manager
- attending relevant training and meetings through LA (Local Authority) and externally

Class teachers are responsible for:

- accurately recording attendance on a twice-daily basis on the school's Management Information System SIMS
- communicating concerns relating to attendance to the Pastoral lead/Attendance Officer and Line Manager
- liaising with parents in line with school's Attendance Policy

Parents are responsible for:

- ensuring that their children attend school every day, on time and are prepared for the day
- notifying the school of any absence before 9.00am on the first day of absence via the school office: 01902 558238
- taking family holidays outside of term time
- Informing school, with evidence, of medical appointment at least 5 days before
- ensuring school has at least TWO contacts on file and that they are up to date
- completing a Leave of Absence form for exceptional circumstances for the attention of the Headteacher at least twenty school days prior to the date of request

Recording Attendance

Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first and second session each day. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will keep every entry on the attendance register for three years after the date on which the entry was made.

The register for the first session will be taken at 8.45am.

The register for the second session will be taken at the start of the afternoon session:

- 12.30pm Reception.
- 1.00pm Year 1 / Year 2 /Year 3/ Year 4/ Year 5/ Year 6

Unplanned absence

It is the parent/carers responsibility to ensure you inform school straight away of any absence.

If your child is absent you must contact the school on the first day of absence, by 9.00am, giving a reason for the absence. This can be done by telephone, on 01902 558238 and leaving a voice message or email office@westparkprimaryschool.co.uk. Parents should leave their child's name, class, and reason for absence. Please give specific reason for absence not just 'feeling unwell.' This should be done every day of absence, not just on the first day of absence (unless there is a long-term reason for absence for example hospital admission, Chicken Pox).

If your child is absent and no reason given, we will send a text reminder for you to immediately respond to. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is

in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

It is important you let us know immediately. If we do not hear from you, we will instigate our Attendance and Punctuality Management Plan, Appendix A.

Planned absence

All medical appointments where possible should be booked out of school hours.

Attending a medical or dental appointment will be counted as authorised, as long as the pupil's parent/carer notifies the school in advance of the appointment.

Lateness and punctuality

Arriving late into school means missed learning. It also disrupts the flow of learning in lessons for the whole class.

Children are expected to attend school on-time. School support this by opening the gates at 8.30am and offering a 15-minute window to arrive between 8.30am -8.45am. Doors and gates close at 8.45am promptly. Arrivals after this time need to go to the main reception with an adult who must sign in their late child. **A reason for lateness must be given.**

- Arriving 30 minutes or more after 8.45am will result in an unauthorised absence code being issued (U).
- Arrivals after 8.45am are late and will receive a late code (L).

Persistent Lateness

Did you know?

Being 15 minutes late each day is the same as missing two weeks of school!

See our minutes lost calculator below to find out how much school you miss each year if you are late:



Persistent lateness is unacceptable. Unacceptable reasons for lateness include, alarm did not go off, my child will not be rushed, I woke up late, delayed due to bad weather. Lateness means lost learning.

The school takes persistent lateness seriously. School will monitor lateness by tracking pupils closely. Persistent lateness will trigger the school's Absence and punctuality Plan, Appendix A.

Following up absence

Where any pupil, we expect to attend school, does not attend, or stops attending, the school will:

- follow up on their absence with their parent/carer to ascertain the reason for absence
- ensure proper safeguarding action is taken where necessary
- identify whether the absence is approved or not
- identify the correct attendance code to use
- trigger the use of our Absence and Punctuality Management Plan where concerns arise

Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, and relevant context behind the request.

Valid reasons for **authorised absence** include:

- illness and pre-planned medical/dental appointments (where they cannot be taken out of school hours)
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Reducing persistent absence

Every minute of every school day matters!

There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



School is committed to reducing persistent absence through a model of support and challenge as set out in our Attendance and

Punctuality Management Plan, Appendix A.

As part of our commitment, school will not approve term time holidays and directs these to be taken in the twelve-week periods of holiday across the school year. Parents need to request a leave of absence form from the school office. Holidays will be marked as unauthorised. This can lead to fines and even court action. Please note that fines are per parent, per child.

Recognising good and improved attendance

As part of our commitment to recognising good and improved attendance the school has systems to celebrate success:

- a weekly Attendance Bear for the class with the highest attendance awarded in the Headteacher's assembly
- inter-house attendance information shared through phase assemblies
- attendance certificates to reward good and improved attendance
- letters home to recognised improved attendance where families engage with our support and challenge

Pupils with medical conditions and/or Special Educational Needs and Disabilities

All pupils have the right to an education including those with a medical condition and or Special Educational Needs and Disabilities. We will be mindful of the barriers faced by individuals and ensure that we work in partnership with families and local partners, for example, health practitioners to ensure access to education. Any reasonable adjustments are clearly communicated and will be recorded, for example on a healthcare plan.

Part-time timetables

In exceptional circumstances, where it is in the pupil's best interest, there may be a need for a temporary part-time table to meet individual needs. For example, a medical condition prevents a pupil from attending full-time. School will work with families and local partners to draw up a part-time timetable that is communicated clearly to all stakeholders. This will be the shortest timeframe possible and reviewed regularly. A reintegration package will form part of the plan.

Attendance monitoring

The Attendance Officer monitors pupil attendance regularly. Persistence absentees are monitored daily as part of our Attendance and Punctuality Management Plan. The Attendance Officer will contact you on the first day of absence if we do not hear from you and/or we have concerns.

Persistent absentees

Persistent absentees are a serious concern. A child becomes a persistent absentee if they miss the following number of sessions from school: A session is half a day either morning or afternoon.

Timeframe	Number of half day sessions
At the end of Autumn 1	7+ (3.5 school days)
End of Autumn Term	14+ (7 school days)
At the end of Spring 1	20+ (10 school days)
End of Spring Term	25+ (12.5 school days)
End of Summer 1	31+ (15.5 school days)
End of Summer Term	38+ (19 school days)

Child Missing in Education

School will ensure it fulfils its safeguarding duty by following the guidance as set out in the following statutory document: [Children Missing Education - statutory guidance.pdf](#)

Collection and Drop Off from School The start and the end of the school day are busy times in school. We recognise the importance of having clear, agreed procedures to ensure the safety of all our pupils. Therefore, it is important that this policy is read in conjunction with our Drop Off and Collection Policy.

Reporting to parents

School will update parents:

- yearly, for all pupils, as part of the end of year school report
- termly to recognise good and better attendance including significant improvement
- as soon as concerns arrive for absences that are persistent and/or indicate persistent without intervention

Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated. At every review, the policy will be approved by the Governing Board.

Appendix A

West Park Primary School Attendance and Punctuality management Plan

The following sets out our procedures for the management of attendance and punctuality when it becomes a concern.

Support: and Challenge as 'every second counts' Support: through school and/or external to aid positive communication, remove barriers and improve outcomes for children and families

Challenge: through open and honest conversations that highlight concerns, inform parents of responsibility, and do this in a jargon free, straight-talking way

As part of our commitment to ensure all pupils are given opportunities to attend school regularly and on-time we will:

- communicate with pupils and parents clearly and honestly and ensuring it is clear what good attendance and punctuality is and why it is important
- work in partnership to identify barriers to support improvement by listening and offering a solution driven approach
- provide home to school links including through effective communication and clarity throughout

Persistent lateness

When concerns arise through our Attendance Policy monitoring:

- challenge lateness daily by requesting parents to sign child/children in and request reason for lateness
- provide advice and support at the time of drop of/collection in a supportive way for example setting alarm earlier, identifying routines
- letter which highlights the importance of punctuality and outlining concerns
- referral to the Attendance Officer: - telephone consultation to identify challenges and offer a solution-based approach - face to face meeting to remove barriers and support good punctuality
- signposting to our Safeguarding and Pastoral Lead to identify barriers using our challenge and support approach. This may include referral to Early Help
- referral to the Headteacher
- referral to Education Support Services where concerns arise. This will be at the point where all other avenues have been exhausted and support is not working. This will include Early Help refusal, recorded by signing a refusal letter

Persistent absence

Where concerns arise through our Attendance Policy monitoring:

- challenge persistent absence through phone calls home, emails, letters, meetings in school
- provide advice and support

- referral to the Attendance Officer:

- telephone consultation to identify challenges and offer a solution-based approach
- face to face meeting to remove barriers and support good punctuality
- formal written agreement*

- signposting to our Safeguarding and Pastoral Lead to identify barriers using our challenge and support approach. This may include referral to Early Help

- referral to the Headteacher

- referral to Education Support Services where all other avenues have not been successful. This may lead to fines and/or prosecution

*Formal Written Agreements

A formal written agreement, is not legally binding but allows a more formal route to engage support to improve attendance. It is drawn up in partnership with all stakeholders and completed with the consent of the parent/carer.

West Park Primary School

Attendance Contract

Date/time of meeting	
Venue:	
Pupil name:	
Date of birth:	
Address:	
School:	
Present at meeting:	

Action Agreed

EXAMPLES OF ACTION AGREED

- *Pupil will arrive at school by 8:45 every day.*
- *Pupil can attend breakfast club.*
- *Parent will inform the school on the first day of a sickness absence.*
- *Parents will provide medical evidence for every sickness absence pupil may incur.*
- *Are there any issues that are preventing the pupil from attending regularly?*

I confirm that this Attendance Action Plan was agreed by all present.

Signed

..... Parent/carer

..... School representative/Pastoral Lead

..... EWO

..... Other Agency (where appropriate)