



School Attendance Policy



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Written by	Hatchell Wood
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Rationale

Hatchell Wood Primary Academy, in conjunction with all schools in the Rose Learning Trust, knows that good attendance is essential if children are to gain the maximum benefit from school in acquiring the educational and social skills to equip them for life.

We aim to achieve good attendance by operating an attendance policy within which School staff, parents, the Educational Welfare Service and all other appropriate agencies can work together in partnership.

Introduction

We are a successful school and your child plays their part in making it so. We are committed to providing a quality education for all our pupils. This can only be achieved with full attendance and the school will do its best to ensure maximum possible attendance, so that any problems that interfere with good attendance are identified and remedied as soon as possible.

For your child to gain the greatest benefit from their education it is vital that they attend regularly, on time and every day that the school is open. Pupils should only be absent if it is completely unavoidable.

Why Regular Attendance is so important:

It is your **legal**¹ responsibility to ensure that your child attends school regularly. If your child is absent from school without a valid reason, it is an offence in law and may result in prosecution.

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

Safeguarding: It is everyone's responsibility to ensure that all children are safe. Your child may be at risk of harm if they do not attend the school regularly. Hatchell Wood promotes the welfare and life opportunities for your child and maintains through the following policies

- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Attendance
- Anti- bullying

Failing to attend the School on a regular basis will be considered as a safeguarding matter.

Expectations:

We expect that all pupils will:

- attend the school every day it is open, unless they are genuinely ill
- strive to achieve a minimum of 97% or above attendance
- be appropriately prepared for the day

We expect that parents/carers will support the Home/School agreement by:

- ensuring that all pupils attend regularly and on time
- contacting the school immediately whenever their child is unable to attend, using the telephone number 01302 538108
- ensuring that their child is appropriately prepared for the day
- contacting the school in confidence whenever they have a problem concerning attendance or punctuality
- not arranging a holiday in term time
- responding immediately to any attendance letters of concern
- making every effort to arrange dental/medical appointments outside the school day
- ensuring that their telephone contact numbers are available and by informing the school immediately if they are changed

Parents can expect that Hatchell Wood Primary Academy will

- record attendance regularly, efficiently and accurately
- ensure that all registration marks are noted in SIMS by 09.00am
- listen to all voicemails and act upon them by 09.15am
- check all emails
- follow up on any child whose whereabouts are unknown by 09.30 by sending out a text message to the adults listed on the child's contact list requesting they contact us regarding the reasons for the absence
- further attempt to make contact with parents/carers via telephone call the following day if we have still not had any contact regarding the whereabouts of the child
- make a home visit where there is still no contact from parents/carers regarding the reasons their child/children are not able to attend school
- report children as 'Missing in Education' if the whereabouts of the child are still unknown and no contact has been made after 10 school days
- telephone the police if no satisfactory evidence of the child's whereabouts is provided and there are safeguarding concerns
- respond immediately to problems notified to us
- celebrate and reward good and improving attendance through certificates and events
- support if there is a problem with long term illness

Medical Illness

- If your child feels ill in the morning but is still well enough to attend school, please provide them with the appropriate pain relief/medication before you send them to school. Any **prescribed medication**

should be handed in to the school office who will administer it when required, as long as a signed medication form is completed by the parent/carer. Your child should be in school if they have a minor illness such as a headache, cold or sore throat. (Refer to Managing Medicines Policy).

- If your child is too ill to attend, then please ring the school office to notify school of any absence. Please ensure that your child returns to the school as soon as possible.

Medical Appointments

A full day's absence will not be authorised for a medical appointment. Please arrange all appointments outside the school day. If the appointment is unavoidable, your child must come to school before and after the appointment and medical evidence needs to be provided such as appointment letters or text messages from the medical centre.

Absence requests

Requests for absence during term-time

Due to Government legislation the School is no longer able to authorise any holiday (leave of absence request) during school time unless it meets one of the following exceptional criteria.

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the **policy** (not a letter) document of the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.

This absence will therefore be recorded as unauthorised on your child's attendance record and may be subject to a Fixed Penalty Notice.

Procedures for monitoring attendance

Step 1 Letter highlighting concerns about attendance for any below 96% *

Step 2 Second letter – If attendance is not improving and is still below 96%. Attendance may not be authorised after this letter *

Step 3 If attendance does not improve parents will be invited in for a meeting with the school and Educational Welfare Officer (EWO). At this meeting an Attendance Support Plan will be put in place. *

Procedures for monitoring lateness

Step 1 Letter highlighting concerns about lateness if more than 3 in half term

Step 2 Second letter – If lateness is not improving

Step 3 If lateness does not improve parents will be invited in for a meeting with the school and Educational Welfare Officer (EWO). At this meeting an Attendance Support Plan will be put in place.

**Children with known medical conditions that necessitate frequent hospital visits or time off school unwell, parents will be given the letters personally with a discussion around our understanding of the difficulties they face and our continued positive support.*