

At William Read Primary School we support the guidance given by both the Government (Department of Education) and Essex County:

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. (Department of Education: School Attendance, statutory Guidance and departmental advice)

www.education.gov.uk

With reference to

- The Education Act 1996: <http://www.legislation.gov.uk/ukpga/1996/56/contents>
- The Children Act 1989: <http://www.legislation.gov.uk/ukpga/1989/41/contents>

In accordance with Government Guidelines, William Read Primary School (the school) will undertake the following:

1. Promote good attendance and reduce absence, including persistent absence;
2. Ensure every pupil has access to full-time education to which they are entitled;
3. Act early to address patterns of absence;
4. Support parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly;
5. Support all pupils to be punctual.

Children should attend school for 190 days per year (380 sessions). There are two registration periods at school both of which are taken electronically. If a child is late to class they will enter school via the main reception area and be signed manually into school. The school will only authorise absence if the parents or guardians of the child give evidence of the following:

- Illness;
- Medical appointments;
- Dental appointments;
- Religious Observance;
- Family bereavements;
- Exceptional circumstances.

It would be appreciated if any dental or medical appointments be made outside of school time to reduce the time a child is absent from their lessons. If daytime appointments cannot be avoided then it is expected that a child come to school before the appointment and be returned to school after the appointment.

The Government recommends that family holidays are not to be taken in term time and therefore the Headteacher is unable to authorise any holidays during the school year. A penalty notice of £60/£120 may be issued if unauthorised holidays are taken in term time.

Parents must advise the school if a child is absent by calling the office before 9.00am. The school will contact home to ascertain the whereabouts and condition of any child that is absent from school without a valid reason and may send the Attendance Ambassadors to your home to check on pupils.

The school regards attendance of between 99% and 100% as excellent. If any child's attendance falls below 95% the school will monitor their attendance. Attendance is monitored weekly in line with Appendix A.

Punctuality is monitored daily and any child who is consistently late may receive a warning letter and may be asked to meet with the Deputy Headteacher to discuss reasons for this. School doors open at 8.40am and early morning work is undertaken as soon as the children enter the class room. Lateness could result in a child missing an opportunity to improve their reading or writing. If a child reaches school after 8.55am then that child is deemed to be late, a recording is made in the register that the child has arrived late on that day.

The school works closely with the Missing Education and Child Employment Service with regard to attendance and is legally obliged to inform them of any student whose absence is persistent. Persistent absence is when a child's attendance falls below 90% and the school is not satisfied that every effort has been made for the child to attend school. The Missing Education and Child Employment Service Officer will work on behalf of the school in a legal capacity and their intervention could result in:

- The issue of a penalty notice;
- The issue of an Education Supervision Order;
- Or a legal prosecution.

The school day finishes at 3.15pm. Therefore, any child who remains in school, and has not been collected after 3.15pm will be looked after in EPIC Club. A charge will be made if this is the case. Any child who is continually collected late may be deemed to be at risk and Social Services may be contacted.

For guidance: William Read Primary School regards:

99% -100%	EXCELLENT ATTENDANCE
96% - 99%	GOOD ATTENDANCE
95%	SATISFACTORY ATTENDANCE
90% - 94%	MONITORED BY THE SCHOOL
Below 90%	PERISTENT ABSENTEE MONITORED BY EDUCATIONAL WELFARE SERVICE AND DFE

1 Day off per school year will result in 99.5% attendance

10 Days off per school year will result in 94.7% attendance

Persistent absentee pupils are monitored nationally by the Department of Education and are reported annually in RAISE ONLINE.

William Read Primary School will update parents regarding the initiatives they are implementing at the school via the school newsletter on a weekly basis. These include:

- Weekly attendance raffle for 100%;
- Prizes for most improved attendance;
- An attendance 'party' for excellent attendance each half term;
- Class rewards for 100%.

There will be more incentives announced during the year.

APPENDIX A

Good Attendance at William Read Primary School Flow Chart

Every Lesson Counts – by ensuring all pupils attend for at least 95% (10 days absence) over the year we improve the life chances of our pupils and increase their potential to make progress and attain their fullest potential.

100-95%

- 100% - entered into weekly draw
- Excellent attendance - invited to half termly attendance party/celebration (if one day off per half term)
- Classes with 97%+ earn extra playtime and rewards
- Termly certificates for 100% in assembly

94-90%

- Attendance concerns raised at early stages -2 consecutive broken weeks
- Contact made with parents by telephone, face to face or Amber warning letter to alert parents of concerns in early stages
- Attendance of these pupils monitored for 4 weeks
- Pre-referral work may be undertaken with child by Pastoral- Thought Bubbles ; Early Birds; Attendance Passports
- GREEN letter if attendance improves ;
- Stickers and rewards in early stages

No
improvement
over 4 week
period

- RED letter issued and parents invited to meeting with DHT and Action Plan agreed and support put in place
- Attendance monitored for 4 weeks - improvements made and celebrated or further action taken
- Attendance monitored closely by CT/Attendance Officer/Pastoral and alerts made when further absences occur

Below 90%
or continued
period of
absence after
School Based
Meeting

- Referral made to MECES for Penalty Notice or SAM meeting to remove barriers to good attendance
- Constant monitoring of attendance by Attendance Officer, DHT and EWS
- Class teachers informed and carry out informal monitoring through Attendance Passports
- Improvements celebrated and rewarded fortnightly
- Fixed penalties and prosecution for families showing no signs of improvements

WILLIAM READ PRIMARY SCHOOL

ATTENDANCE POLICY

Date: September 2017

Review: September 2018

Child' Name _____

Class _____

I acknowledge receipt of the William Read Primary School Attendance Policy (September 2017).

Parent Signature _____

Date _____

Please return this slip to the school as soon as possible.