



William Westley C of E Primary School

# Attendance Policy

Last reviewed: May 2015

Next review due: May 2016

## **William Westley School Attendance Policy**

### **Introduction**

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents, carers and school staff should work in partnership in making education a success and ensuring that all children have full and equal access to all that the school has to offer. As a school we encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly, while being mindful of special circumstances which may apply to individuals with regard to the Equality Act 2010. We recognise that good attendance is central to raising standards and pupil attainment.

It is a government legal requirement that all children attend school for 190 days per year. It is a government requirement that we, as a school, monitor attendance and apply the legal requirement.

William Westley School strives to achieve a goal of 97% attendance.

Attendance Percentages are considered to be as follows:

- 99% - 100% Excellent
- 97% - 98% Very Good
- 96% - 97% Good
- 94% - 95% Developing
- 92% - 94% Poor
- 92% or below Unacceptable

This policy is written with the above statement in mind and this policy underpins our school ethos to:

- Support pupils and their parents/carers to be aware of the importance of the highest possible level of attendance and punctuality
- Promote children's welfare and safeguarding
- Ensure every pupil has access to a full time education, to which they are entitled to
- Ensure that pupils succeed and realise their full potential within a Christian environment
- Make parents/carers aware of their legal responsibilities

### **Expectations**

#### **We expect that all pupils will:**

- Attend school every day, as long as they are fit and healthy to do so
- Attend school punctually
- Attend appropriately prepared for the day (e.g. uniform, homework, PE kit etc).

#### **We expect that parents/carers will:**

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact the school daily of any absence, before 9am

- Notify school immediately of any changes to emergency contact details
- Ensure that their child arrives at school and returns home safely

### **We expect the school will:**

- Provide a welcoming and caring atmosphere
- Provide a learning environment where each child feels safe, secure and valued
- Keep regular and accurate records and monitor individual child's AM and PM attendance and punctuality
- Contact parents when a child fails to attend and where no message has been received to explain the absence
- Encourage good attendance and punctuality through a system of reward and recognition
- Regularly inform parents of the % attendance of all pupils
- Inform parents/carers via a series of letters regarding their child's punctuality and poor attendance

### **Punctuality**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

All children should be in the playground at 8:45am, ready to come into school at 8:55am. The bell will ring at 8:55am and by this time the children should have said their goodbyes and be lined up with their class in the correct place. The children will be collected by their class teacher and taken into school where the register will be taken at 9am. On completion, the register will then be closed, as is a legal requirement.

A child that arrives in school after 9am will need to be brought into school via the school office entrance and be signed in by a parent/carer with an appropriate reason for lateness. The child will then receive an L code i.e. a late mark for that session. Should your child arrive after 9.30am your child will receive a U code, this equates to an unauthorised absence for that session and will affect your child's annual attendance. The school office will monitor all pupils' attendance on a weekly basis.

### **Categorising Absence**

A full list of codes used to explain absences can be found in Appendix 1.

#### **Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian, for example if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Absence can be authorised in a limited range of circumstances. Only the school can authorise an absence. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

#### **Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore, an absence may be

classified as unauthorised if a child is away from school without good reason, even with the support of a parent. Such absences will affect the child's overall attendance record.

### **When a child is absent from school**

Parents are asked to contact the school office before 9am on each day of absence to provide the reason for the absence.

When a child is absent, the class teacher will record the absence in the register, using the appropriate code, or, if the reason has not yet been established, leave the box blank and complete an 'unexplained absence' slip to alert the school office. By 9.30 am each morning, office staff will check the class registers and contact parents/carers of any child who is absent but whose absence has not been reported by a parent/carer. Calls to parents/carers will be made by 10 am. Where a pattern or duration of absence presents a cause for concern, medical evidence may be requested.

Children who have had vomiting and/or diarrhea should not return to school until there has been no vomiting or diarrhea for at least 48 hours.

Medical or dental appointments should be made out of school hours where possible. Where this is not possible, a child should only be out of school for the minimum amount of time necessary for the appointment. If a child has a medical or other necessary appointment which cannot be taken out of school hours, parents should contact the office prior to the day of absence.

### **Requests for Leave of Absence during term time**

We understand that there are circumstances where a parent may request leave of absence for a special reason. The 'Application for Leave of Absence during term time' form is available on the website or from the school office (Appendix 2). The form should be completed by the parent and returned to the school office at least one week before the first day of requested absence.

Absence during term time, as a result of term time holidays, interrupts the continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in school. The school discourages parents from arranging holidays during term time and, in line with the legal amendments made in September 2013, the Headteacher will only authorise absences for such holidays in exceptional circumstances.

Requests for exceptional leave will always be looked at on an individual basis and a decision will be made by the Headteacher based on whether it is considered to be exceptional. The Headteacher will also consider the pupil's attendance, attainment and ability to catch up on missed schooling, as well as the frequency of requests from the family. Exceptional circumstances might include the following:

- A close relative is seriously/terminally ill and the leave proposed is likely to be the last such holiday
- There has recently been a death or other significant trauma in the close family and it is felt that an immediate holiday might help the child concerned better deal with the situation
- The leave requested is a unique one off, never to be repeated occasion which can only take place at the time requested

- Attending a wedding of a close relative
- The birth of a child in the family
- Families of service personnel returning from long operational tours that prevent contact during scheduled holiday time

The school is unlikely to grant leave if:

- A child's attendance is less than 92% - even if any previous absence was due to unavoidable causes such as illness
- The period of leave coincides with the start of term, or is near to or coincides with assessments or other significant events in the school calendar

If leave is taken without authorisation, it will be recorded as an unauthorised absence on the school register. The absence will be referred to the Education Welfare Officer and may result in a Penalty Notice being issued. The 2007 penalty notices regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. These penalty notices will be enforced by the Local Authority and are as follows:

- Parents must pay £60 if they pay within 21 days
- Parents must pay £120 if they take between 22 and 28 days to pay

Please refer to 'Penalty Notices Non-School Attendance Cambridgeshire County Council Local Authority Code of Conduct' document for further information.

Letters are sent to all parents who request absence and the seriousness of unauthorised absence is explained (Appendix 3).

### **Attendance monitoring**

William Westley School will monitor attendance carefully and considers the attendance figures for other similar schools when setting their own priorities for the coming year.

Through newsletters and by personal contact, parents are reminded about their responsibility to ensure their children attend school regularly. Parents will be encouraged to understand the full implications for both their child's academic progress and their social development when they miss school.

The school monitors attendance regularly and meetings are arranged/letters sent home as appropriate to encourage good attendance and remind parents/carers of the effects of poor attendance.

### **Celebrating Good Attendance**

Children who achieve 100% attendance at the end of each academic year will be rewarded for their valuable efforts. They will each receive a certificate signed by the Head Teacher during a special assembly at which parents and carers will be invited to attend.

### **Procedure for Poor Attendance**

If a pupil's attendance is becoming a cause for concern (i.e. less than 92%), the

headteacher will contact the parents to discuss any concerns directly with them. The Headteacher will keep a written record of the conversation using the Pupil Interview form (Appendix 4) and will follow up by sending Letter 1 (Appendix 6). In most cases, this brings about a rapid improvement in attendance and no further action is required.

Should the pupil's attendance still fail to improve or fall to a lower level, Letter 2 (Appendix 6) is sent to the parents. The letter asks the parents to contact the Headteacher to arrange a formal discussion of the concerns. The 'Information about EWOs' leaflet is sent with Letter 2 so that the parents are made aware of the existence and role of the Education Welfare Officer prior to any subsequent involvement should this prove necessary. The letter is also copied to the Education Welfare Officer. Any discussions that take place with the parents are documented on Pupil Interview form (Appendix 4). This system provides a clear record of the school's own efforts to monitor and improve attendance should it subsequently be necessary to involve an Education Welfare Officer.

Should the pupil's attendance still fail to improve or fall to a lower level, a copy of Letter 3 (Appendix 6) is sent to the parents (and copied to the Education Welfare Officer), accompanied by the Education Welfare School Attendance Leaflet.

The case is formally referred to the Education Welfare Officer using a SIF (Appendix 6), with an up to date Attendance Certificate attached to it. The school produces a report for the Education Welfare Officer to include a record of letters sent (Appendix 5), copies of letters sent to parents, weekly/half-termly attendance reports and details about any factors which may help to explain or contextualise the attendance levels of particular children. The Headteacher also keeps a copy of the report.

It is the responsibility of the governors to monitor overall attendance. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them and seek to ensure that attendance figures are as high as they should be.

The rates of attendance will be included in the report to governors by the Headteacher and targets will be agreed with the LA.

### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level may cause considerable damage to a child's education and we need parent's fullest support and co-operation to tackle this.

We as a school monitor all absences and the reasons given thoroughly. Any case that is seen to have reached PA mark or is at risk of moving towards that mark, is given priority and we will seek to take action immediately.

***This policy was ratified on:  
and will be reviewed by:  
Signed by the Headteacher:  
Chair of Governors:***

***19<sup>th</sup> May 2015  
May 2016  
Paul Bryant  
Nik Thomas***

## **Appendix 1:**

### **SIMS CODES FOR EXPLAINING ABSENCES**

/	PRESENT AM
\	PRESENT PM
B	EDUCATED OFF SITE OTHER AUTHORISED
C	CIRCUMSTANCES
D	UNDEFINED
E	EXCLUDED EXTENDED FAMILY HOLIDAY-
F	AGREED
G	UNDEFINED ANNUAL FAMILY HOLIDAY
H	AGREED
I	ILLNESS NOT MEDICAL OR DENTAL APPT
J	INTERVIEW LATE BEFORE REG
L	CLOSED
M	MEDICAL/DENTAL NO REASON YET PROVIDED FOR
N	ABSENCE
O	UNATHORISED CIRCUMSTANCES
P	APPROVED SPORTING ACTIVITY
R	RELIGIOUS OBSERVANCE
S	STUDY LEAVE
T	TRAVELLER ABSENCE
U	LATE AFTER REGISTERS CLOSED
V	EDUCATIONAL VISIT
W	WORK EXPERIENCE NON-COMPULSORY SCHOOL AGE
X	ABSENCE
-	ALL SHOULD ATTEND NO MARK RECORDED

**Appendix 2:**

## Application for Leave of Absence during Term Time

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term time. If, however, it is absolutely unavoidable then you should fill in this form and return it to the Headteacher at William Westley Primary School.

The conditions under which leave of absence during term time may be granted are contained in **Regulation 7 of Education (Pupil Registration) (England) Regulations 2006**. The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances and any leave granted must not exceed ten school days during any school year.

If it is felt that leave of absence during term time would be detrimental to your child's educational progress or if leave coincides with the period of Standard Assessment Tests then leave will not usually be granted.

If leave is taken after permission has been withheld then it will be recorded as unauthorised leave on the school register and will appear in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

I request that \_\_\_\_\_ (Name of Child)

be granted leave of absence from William Westley Primary school for the following dates:

From \_\_\_\_\_ To \_\_\_\_\_

It is necessary to take my child out of school because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature of Parent/Carer) \_\_\_\_\_ (Date) \_\_\_\_\_

*For Office use:*

Attendance \_\_\_\_\_ % on \_\_\_\_\_

Authorised / Not Authorised by Headteacher

Signature \_\_\_\_\_ (Date) \_\_\_\_\_

Signature of Classteacher \_\_\_\_\_ (Date) \_\_\_\_\_

Updated Sims/responded to parent \_\_\_\_\_ (Date) \_\_\_\_\_

### **Appendix 3:**

#### **Letter responding to Application for Leave of Absence during term time**

Date

Dear XXXXXX,

#### **Re: Request for Leave of Absence during Term Time**

Name of child:

Attendance **X**%

Thank you for your leave of absence request form. You have requested **X** school days leave.

Your request for leave of absence during term time has been carefully considered and has been authorised.

**or**

Your request for leave of absence during term time has been carefully considered but unfortunately has not been authorised for the following reason:

- Your child's attendance is currently less than 92%
- The leave has not been requested in advance
- The leave coincides or is near to the start of term, assessments or another significant event in the school calendar
- According to the guidelines given to us by the Local Authority, the reasons given for the request are not considered to be exceptional

If leave is taken without authorisation, your child's absence will be recorded as unauthorised on the school register. The absence will be referred to the Education Welfare Officer and may result in a Penalty Notice being issued.

Please do not hesitate to contact me if you would like to discuss this further.

With every best wish,

Paul Bryant  
Headteacher

**Appendix 4**

**William Westley C of E Primary School  
PARENT INTERVIEW FORM**



<b>Name of Child:</b>	<b>Year Group:</b>
<b>Individuals Present:</b>	<b>Date:</b>
<b>Details of discussion:</b>	
<b>Follow up action:</b>	



LETTER ONE



**William Westley C of E Primary School**

Mill Lane, Whittlesford,  
Cambridge CB22 4NE  
Tel: 01223 832176 Fax: 01223 495569  
E mail [office@williamwestley.cambs.sch.uk](mailto:office@williamwestley.cambs.sch.uk)  
Website: [www.williamwestley.cambs.sch.uk](http://www.williamwestley.cambs.sch.uk)

Headteacher: Mr Paul Bryant  
Deputy Headteacher: Mrs Ellie Senior

Date

Name and address of parent

Re: Name of pupil                      dob

Dear Parent,

I am writing to you to inform you that your son/daughter's attendance has fallen to ...%. A copy of the attendance record is enclosed.

As I am sure you are aware, it is important that your child maintains regular school attendance, as any absence may interrupt his/her academic progress and may have an effect on maintaining friendships. You should also be aware that regular attendance is a legal requirement.

< Pupil's name >'s attendance will continue to be monitored and I look forward to seeing a significant improvement.

Yours sincerely,

Headteacher

Enc Record of attendance  
EWO School Attendance Leaflet

## LETTER TWO

# William Westley C of E Primary School



Mill Lane, Whittlesford,  
Cambridge CB22 4NE  
Tel: 01223 832176 Fax: 01223 495569  
E mail [office@williamwestley.cambs.sch.uk](mailto:office@williamwestley.cambs.sch.uk)  
Website: [www.williamwestley.cambs.sch.uk](http://www.williamwestley.cambs.sch.uk)

Headteacher: Mr Paul Bryant  
Deputy Headteacher: Mrs Ellie Senior

Date

Name and address of parent

Re: Name of pupil                      dob

Dear Parent,

Further to my letter dated, I am writing to advise you that your son/daughter's attendance has now fallen to ...%. Unfortunately, there has been no significant improvement in his/her attendance and this is continuing to cause concern. A copy of the attendance record is enclosed.

I must remind you that regular attendance is a legal requirement and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible. Please contact me in the next few days so that we can arrange a time to discuss your child's attendance.

I enclose for your information a copy of a leaflet about the role of the school's Education Welfare Officer.

Yours sincerely

Headteacher

cc     Education Welfare Officer

Encs   Record of Attendance  
       Information about Education Welfare Officers in Cambridgeshire Leaflet

**LETTER THREE**

**William Westley C of E Primary School**



Mill Lane, Whittlesford,  
Cambridge CB22 4NE  
Tel: 01223 832176 Fax: 01223 495569  
E mail [office@williamwestley.cambs.sch.uk](mailto:office@williamwestley.cambs.sch.uk)  
Website: [www.williamwestley.cambs.sch.uk](http://www.williamwestley.cambs.sch.uk)

Headteacher: Mr Paul Bryant  
Deputy Headteacher: Mrs Ellie Senior

Date

Name and address of parent

Re: Name of pupil                      dob

Dear Parent,

I note that there has been no significant improvement in <pupil's name> attendance since <date>. <Pupil's name> attendance for this academic year has now fallen to...%. Furthermore I have not received any satisfactory explanation for <pupil's name> absences.

It has now become necessary to refer <pupil's name> and the concerns around his/her attendance to the school's Education Welfare Officer. He/she will contact you in due course.

Should you have anything you wish to discuss concerning this matter, I will continue to be available. Please contact me on the above number should you require an appointment.

Yours sincerely

Headteacher

cc      Education Welfare Officer

**STATUTORY INTERVENTION FORM**

**APPENDIX 4**



# Statutory Intervention Form

Which statutory service are you requesting?

Education Welfare Services

Children's Social Care Services

**THIS FORM SHOULD BE USED WHEN A CHILD OR YOUNG PERSON HAS A CLEARLY IDENTIFIED NEED FOR A STATUTORY SERVICE AND CONSENT CANNOT BE OBTAINED FOR A FULL ASSESSMENT USING THE COMMON ASSESSMENT FRAMEWORK**

**IF YOU THINK THAT A CHILD OR YOUNG PERSON IS AT RISK OF SERIOUS HARM CALL THE CONTACT CENTRE IMMEDIATELY ON 0345 045 5203 – (8am to 8pm Mon – Fri). Out of hours emergencies 01733 234724 ALL TELEPHONE REFERRALS SHOULD BE FOLLOWED UP IN WRITING WITHIN 48 HOURS USING THIS FORM**

**PLEASE USE BLACK INK ONLY WHEN COMPLETING THIS FORM**

## Personal Details:

Name of baby, child or young person:

Forename(s):		Date of birth / EDD:	
Surname:		Gender:	

Names of Parent(s) or Carer(s):		Home Tel & Mobile Tel	
Home Address:		Other household members and siblings: (date of birth where known)	

Child's first language:		Immigration status:	
Parent's first language:		Translator/signer required?	YES / NO

White British <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
White Irish <input type="checkbox"/>	African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>
Any other White background <input type="checkbox"/>	Any other Black background <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Not given <input type="checkbox"/>
Gypsy/Roma <input type="checkbox"/>	Traveller of Irish Heritage <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>	Any other mixed background <input type="checkbox"/>	

Religion:		Asylum Seeker:	YES / NO
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Reference No.: (please explain, e.g. NHS No., UPN etc):	
Name of School/Early Years Setting & Contact person:	
Name and contact details of GP:	
Does the child/young person and or parent(s) carer(s) have a disability? If so, please detail:	YES / NO
Does the child/young person have any allergies? If so, please detail:	YES / NO

**Does the baby, child or young person appear to be:**

**Healthy?**

Evidence/Comment:

**Safe from harm?**

Evidence/Comment:

**Learning and developing?**

Evidence/Comment:  
(please include details of the child or young person's attendance record including the % of authorized and unauthorized absences for the full academic year and for the 6 weeks prior to this referral.)

**Having a positive impact on others?**

Evidence/Comment:

**Free from economic difficulties (within the family)?**

Evidence/Comment:

## Reason for Statutory Referral without Consent

Have you spoken to the child or young person or their family/carers about participating in an assessment using the Common Assessment Framework?

YES/NO (Please evidence the attempts made to seek consent for a CAF assessment)

If No, would seeking consent for a CAF assessment have put the child or young person at risk of harm?

YES/NO (if Yes, please describe why)

Please specify clearly why you think it is necessary to make a referral for a statutory service without the consent of the child or young person, their family/carers.

What action (if any) has already been undertaken to address the problem?

What are the Desired Outcomes for the child/young person/family: (Include expectation of service)

**Details of Person making referral:**

Statutory Service Request  
made by: (your full name and  
agency/service)

Contact details:  
(in full)

Date:

**SENDING THIS FORM**

**Requests for a statutory service from Children's Social Care should be sent to Contact Centre:**

Telephone: 0345 045 5203

Fax 01480 376748

Email: [referralcentre.children@cambridgeshire.gov.uk](mailto:referralcentre.children@cambridgeshire.gov.uk)

**Requests for a statutory service from Education Welfare should be sent to the Education Welfare Officer of your School/Locality.**

**The team to which the request is being made should be specified clearly on page 1 in the top right hand corner of the form.**

**Confidentiality**

This form contains personal family information.

Please ensure secure document storage and safe Information Sharing (See CAF Guidance)