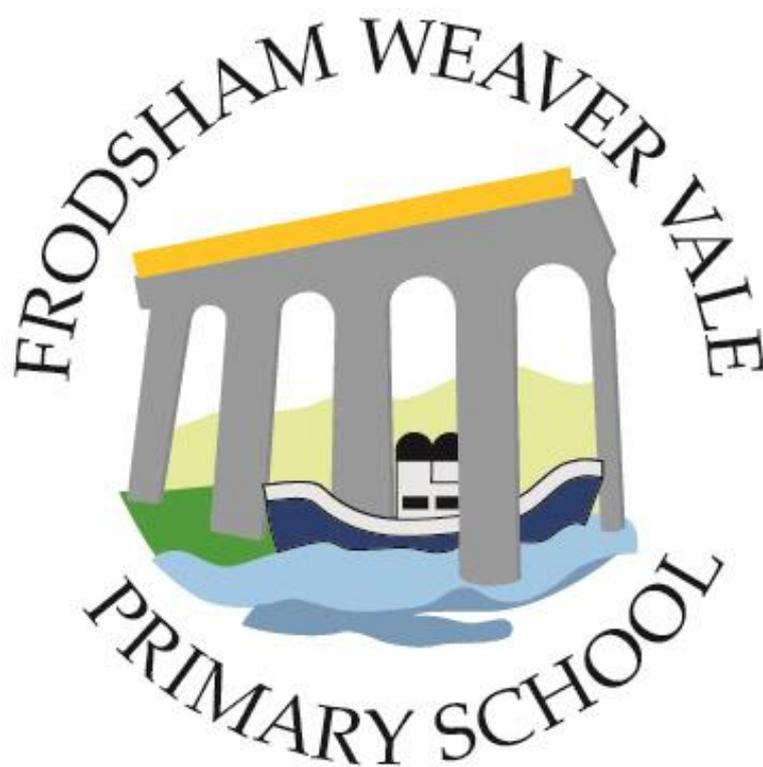


FRODSHAM WEAVER VALE PRIMARY SCHOOL



Pupil Attendance Policy

Frodsham Weaver Vale Primary School

School Attendance Policy

“The parent of every child of compulsory school age is required to ensure that the child receive a suitable full time education to the child’s ability, age, aptitude and any special education needs the child may have either by regular attendance at school or otherwise. Failure of a parent to secure regular attendance of their school registered child of compulsory school age can lead to a penalty notice or prosecution. Local authorities (LAs) and schools have legal responsibilities regarding accurate recording of a pupil’s attendance.” (A Guide To Absence Statistics, Department for Education, September 2017).

At Frodsham Weaver Vale there is a high expectation that all children attend school every day and on time. School opens at 0845 hours and the register is taken at 0900 hours. Any child arriving at school after 0900 hours will be classified as late, which if after 0930 hours becomes an unauthorised absence.

Staff at Weaver Vale are fully committed to the education of the children and they work hard to ensure the delivery of interesting lessons every day.

At Frodsham Weaver Vale, Good Attendance is at least 95%. Anything under 95% is NOT good attendance. Under 95% attendance, means a significant amount of learning time has been lost. This will impact on children’s lack of progress and attainment, which in turn will affect children’s self-esteem.

It is understood that there will be times when a child is too ill to attend school, therefore it is unrealistic to expect 100% attendance. However, it can be achieved and all children who achieve 100% attendance will be rewarded.

The safeguarding of all children is of significant importance, therefore it is essential that we know of children’s whereabouts should they not be in school by 0900 hours. If a child is absent, then there needs to be a phone call made to school as early as possible to explain the child’s absence. Failure to do so will mean our school’s Pastoral and Inclusion Lead needs to spend time confirming a child’s absence, which takes time away from other duties.

Absence due to Illness

At Frodsham Weaver Vale, absence due to illness is authorised. School needs to be contacted as early as possible on the first day of absence. If the authenticity of illness is in doubt, we will request medical evidence to support the child’s illness.

Medical or dental Appointments

Medical or dental appointments are counted as authorised absences. However, we do ask that parents endeavour to make these appointments outside of the school day or during school holidays. Where these appointments are during the school day, children should be out of school for the minimum amount of time necessary for the appointment.

Gypsy, Roma and Traveller Absence

To ensure the continuity of education for traveller children, it is expected that the children should attend school elsewhere when their family is traveling and be dual registered at that school and the main school. There is the same expectation that the children attend school every day.

Request for Leave of Absence

Only exceptional circumstances will warrant an authorised request for a child to miss school. Each request will be dealt with on an individual basis, taking into account

- The nature of the event for which leave is sought
- The frequency of the request
- Whether the parent gave advance notice
- The child’s attainment and progress
- The child’s attendance and ability to catch up on missed schooling

A family holiday in term time DOES NOT count as an ‘exceptional circumstance’ and will therefore appear as an unauthorised absence. School will pass over the unauthorised absence to Education Welfare who, in turn, will generate a fine for the unauthorised absence.

Parents are asked not to book a holiday during term time.

Response to absence

If school has not been notified about a child's absence, our Pastoral and Inclusion Lead will contact the parent or carer on the first morning. If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than 3 days, then an update check will be made by the school in the form of a phone call.

Monitoring Attendance.

At Frodsham Weaver Vale, we are aiming for at least 95% attendance. Any attendance that falls below 95% will be flagged up and discussed on an individual basis. Class Teachers will talk with parents initially. If attendance is a concern, then the Pastoral and Inclusion Lead will write to the parents outlining the concerns, suggesting ways to improve. If attendance drops below 90% then parents will be expected to attend an attendance panel to discuss their child's attendance and ways in which they can be supported to improve the attendance.

Procedures:

All registers are taken by class teachers at 0900 hours and 1300 hours directly into SIMS. Any absences are monitored or actioned. If there is an absence unaccounted for, then school's Pastoral and Inclusion Lead will make a phone call before 0930 hours. If we cannot make verbal contact with a parent, then a text message will be sent asking for parents to contact school. If there is still no contact, then there will be **consideration** made as to whether the school contacts the police as the safety of a child has been compromised. This will be performed on an individual basis.

Arriving Late

School opens at 0845 hours where your child's class teacher has prepared learning tasks. The school doors will close at 0900 hours just before registers are taken. School registration closes at 0930 hours. If a child arrives at school later than 0900 hours, then parents or carers will be expected to complete a form on the electronic entry screen outlining the reasons for the lateness. Morning lessons begin at 0900 hours, therefore any child arriving after this time is recorded as late before register closes. Any child arriving after 0930 hours will be marked as an unauthorised absence.

It is of the utmost importance that children arrive in school on time. Late arrivals disrupt the learning of the other children in their class, lose their own learning time and are at risk of starting their school day in a negative way.

Parents will be kept informed of their child's attendance each term during Parents' Meetings, termly newsletter and in the End of Year School Report. The monitoring of attendance will also ensure parents of poor attenders are regularly kept informed and held to account regarding their child's attendance.

Each Monday, during Whole School Assembly, each year group's attendance will be displayed. School will keep a tally for the term, with the best attending Year group receiving a reward.

This policy has been written in conjunction with Cheshire West and Chester's Policies and with The Department for Education statutory guidance.

Reviewed by school staff and Headteacher – October 2019

Signed (Headteacher)

Signed (Chair of Governing Body)

To be reviewed by staff/SMT in September 2020.