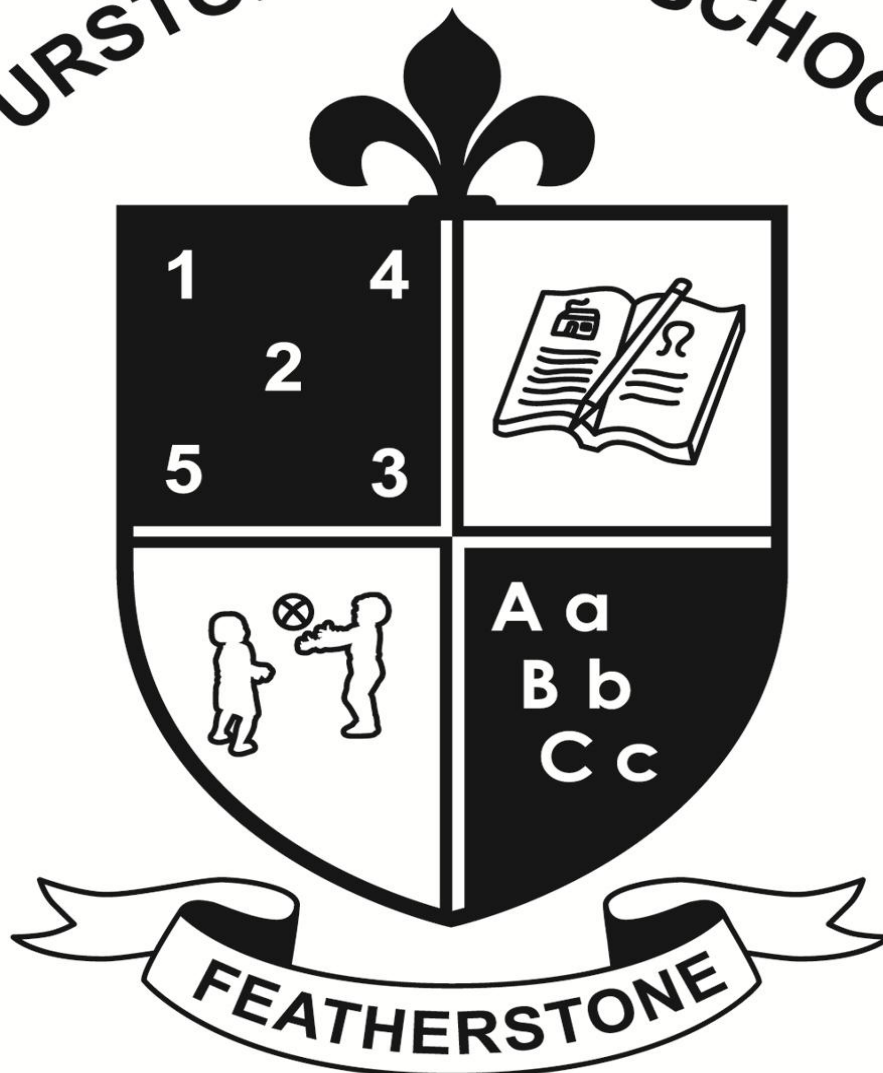


PURSTON INFANT SCHOOL



Attendance Policy

MISSION STATEMENT

Purston Infant School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.



AIMS

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of his or her opportunity to receive an education that meets his or her needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

IMPACT OF LOST ATTENDANCE

Absence = Lost Learning		
100% Attendance	0 weeks of learning missed	WELL DONE Best chance of success!!
95% Attendance	1 week, 4 days of learning missed	
90% Attendance	3 weeks, 4 days of learning missed	POOR ATTENDANCE I'm Worried
85% Attendance	5 weeks, 3 days of learning missed	
80% Attendance	7 weeks, 3 days of learning missed	VERY POOR ATTENDANCE I'm seriously concerned
75% Attendance	9 weeks, 1 day of learning missed	

EXPECTATIONS

The Ofsted School Inspection handbook states 96% as the average target for expected attendance in primary school. At Purston Infant School we have high expectations of ourselves and our children. This is monitored daily and reported to SLT weekly and monitored and reported to Chair of governors and full governing body.

We expect pupils to:

- Attend school daily.
- Arrive on time and be appropriately prepared for the day.

We expect parents to:

- Adhere to the Home School Agreement by ensuring their children attend school daily and punctually.
- Ensure that they contact the school via the school absence line as soon as reasonably practicable whenever their child is unable to attend (on the first day of absence).
- Ensure that their children arrive in school well prepared for the school day.
- Contact the school in confidence whenever any problem occurs that affects the pupil's attendance.

Parents and pupils can expect school to:

- Record and monitor attendance daily and with efficiency.
- Contact parents promptly when a pupil fails to attend school without providing good reason.
- Take prompt and confidential action on any problem notified to us.
- Reward good attendance using a variety of incentives. E.g. celebration of good attendance during assembly, 100% attenders receive a raffle ticket every week which results in a reward if pulled out of the box, competition for class attendance using the racing car display and prizes including Bronze, Silver and Gold cards, pencils, badges, post cards and certificates.
- Work with a range of external agencies such as Behaviour Support Service, Educational Psychologists or Education Welfare Service.

NON-ATTENDANCE

When a pupil does not attend, the school will respond in a number of ways depending on the individual circumstances. Non-Attendance is monitored daily by the school attendance officer.

- For all pupils first day contact with parent(s) will be made if no message has been received via telephone. If there is no answer a message is left for parent(s) to contact school.
- If no message is received, then a reason for absence slip is sent home with the child when they return to school. (If they do not return the next day then the telephone process is repeated)
- On day Three, if the child is still absent then a home visit will be carried out.
- Non-Attendance is monitored and every half term a letter is sent out to parents whose child's attendance has fallen below 95% over the half term. A similar letter is sent out to parents whose child's attendance has fallen below 90% and this details EWO involvement.
- Where non-attendance continues, the case will be discussed with the Education Welfare Officer for the school and further action planned. This may, in appropriate cases, result in a referral to the Education Welfare Service (EWS).
- No improvement could result in legal action.

CATAGORISING ATTENDANCE

Only the school, in the context of the law can authorise absence, a note or explanation from parents does not guarantee authorisation. If any member of staff does not accept the explanation offered for absence as a valid reason, then the matter will be referred to the Headteacher. Reasons for absence will be entered in the register by the appropriate code symbol.

Authorised absence

This is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical appointments where proof is available
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated

If your child is ill, you must contact school on the first day of absence and leave a message on the absence line informing us of the reason. Please do not message class teachers on Dojo as these messages do not always reach the attendance officer in time and then you may still receive a telephone call asking for reason of absence. If you require advice regarding your child's absence such as guidelines for length of time off etc then please see our school website where there is a link to information on illnesses and when you should keep your child at home. We do have a strict 48-hour policy on Diarrhoea and Sickness, your child can only return to school when they are clear from either illness for a full 48 hours.

Unauthorised Absence

Purston Infant School has a zero-tolerance approach to unauthorised absence, as time absent from school is known to affect a child's learning and level of achievement. There are no parental rights for parents to take children out of school for term time holidays. Any specific exceptional circumstances would be discretionary and have to be presented to the Head teacher and Governing Body in writing.

Any unauthorised absence, including holidays taken in term time will be referred to the Educational Welfare Officer who will issue the fixed penalty notice. Schools do not benefit financially from any fines.

A fixed penalty notice is £80 per parent per child if paid within 21 days of receipt, rising to £160 if paid after 21 days but within 42 days. Non- payment may lead to further proceedings. From 2024 – 2025 school year each parent will only get up to two fines for the same child in a three year period. If you get a second fine in three years it will be £160. If you do not pay the fine within 28 days you may be taken to court for keeping your child out of school. If your child is off school three or more times within the three years you will not be fined but will be taken to court. This may result in a £2500 fine, community order or jail sentence up to three months.

View Wakefield’s Code of Conduct for issuing penalty notices here

<https://www.wakefield.gov.uk/schools-and-education/schools/school-admissions/school-attendance-matters/>

Absences will not be authorised under the following circumstances:

- Shopping trips.
- Holidays in term time, suspected or otherwise, where the permission of the school has not been given.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.
- School staff have cause to believe that the note is not genuine or not valid.

If you are taking your child out of school for any reason e.g., Holiday, wedding, funeral or special occasion etc then you must fill out a leave of absence form. This is for information only and does not mean that your request will be authorised.

Persistent absence

If your child’s attendance falls below 95% you will receive a letter informing you of this and that they are being monitored by school. If their attendance continues to fall then you will receive a second letter informing you that they are now being monitored and discussed with the EWO and you will be invited in to school for a meeting. This will be to discuss why your child has been absent and to offer support on getting your child back in school. If your child’s attendance continues to fall with no improvement then you could be facing legal action.

Lateness

Purston Infant School actively promotes good punctuality. Pupils who are persistently late or arrive late without reasonable explanation are challenged and recorded in the late book. Persistent lateness will result in a meeting in school to discuss any issues or barriers which prevent your child arriving at school on time.

Registers remain open ten minutes from the beginning of registration. In the event of bad weather this period can be extended.

Where a pupil arrives during the period when the register is open he/she may be marked present.

Where a pupil arrives after register closure without good reason, he/she should be marked with the letter `U`.

Persistent lateness could result in a fine.

Temporary school closures

If school has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately and will not affect a child's attendance.

P Barnett Headteacher

A Johnson Chair of Governors