



WILLOWBROOK SCHOOL

Attendance Policy

Philosophy

Willowbrook School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems, which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Statutory Duty of Schools

The Education Act 2005 requires parents or guardians to ensure that their children receive an efficient, full time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

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Next review at Learning Committee September 2019

Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

We will work towards ensuring that a child of compulsory school age attends school regularly. We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed. We will consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on registration regulations and the Law relating to attendance.

Regular information will be given to parents and pupils informing them of attendance rates and attendance related issues. Information regarding attendance will be included in the prospectus, reports and home/school agreements. We aim to promote positive staff attitudes to pupils returning after absence and will ensure regular evaluation of attendance policy and procedures by Senior Managers and the school governors.

Attendance will be an important feature of our School Improvement Plan.

Consistent and vigorous monitoring and evaluation procedures will be in place.

Under the Education (pupil registration, England) Regulations 2006 the governing body is responsible for making sure that admissions and attendance registers are kept. A pupil is placed on the admission and attendance registers on the first day that they are expected to attend.

The attendance register must show whether each registered pupil at the school is present, absent, educated off site or unable to attend due to exceptional circumstances. The register must also indicate if absence is authorised or unauthorised. Schools are required to use the national absence and attendance codes to record attendance on registers.

Procedures

Times: School begins promptly at 8.50 am and this is when the register is taken. For children who arrive between 9.00 and 9.15 a late mark will be recorded. Registration will close at 9.15 am and only arrivals after that time will be recorded as a negative attendance, an unauthorised late.

To allow children time to enter the class and settle before registration the children will be allowed into their classrooms from 8.45 am.

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Afternoon registration will take place when the children return from their lunch time break.

Lower school	1.00 pm to 1.15 pm
Upper school	1.30 pm to 1.45 pm

Registers: Registers will be completed at the beginning of morning and afternoon sessions.

Pupil's registration form will be completed as follows:-

Student present	-	P A
Student absent	-	P A
Student late	-	P A

The following week another form will be given to teachers asking them to account for any absences, using the following code:-

L	-	late
U	-	late after register closed
I	-	illness
M	-	medical
O	-	unauthorised
P	-	approved sporting activity
R	-	religious observation
V	-	education visit
H	-	holiday
B	-	education off site
C	-	other authorised circumstances
E	-	excluded

Punctuality: The importance of punctuality is stressed in the school's prospectus. The school day requires a routine, the start of the school day is an important part of this routine for all children.

If children are regularly late to school a letter is sent to parents stressing the importance of punctuality. If lateness persists the Headteacher will refer the family to the Educational Welfare Officer.

First day contact: In all cases there will be first day contact with parents if a child is absent. Parents are expected to contact the school on the first and each subsequent day of their child's absence. An explanatory letter is expected upon the child's return to school.

Absence Requests

If a parent wishes to take their child out of school during term time they will be expected to complete form S2 Absence Request Form. This will be given to the Headteacher along with a print out of the child's registration sheet. This is a request, there is no entitlement to a holiday during the term time, and it is solely at the discretion of the

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Headteacher. The school can only authorise a period of 10 school days, longer absence may require discussion with the governor's. Any request will only be authorised if the child's attendance is considered to be good, 95% or higher.

Monitoring attendance: In the first instance, attendance will be monitored by class teachers and administrative staff. Any concerns will be referred to the Attendance lead teacher and the Head teacher without delay.

Once a month the Attendance lead teacher and the Educational Welfare Officer will meet to review past actions and monitor attendance. Problems will be identified and appropriate actions planned. Actions may include further monitoring, a letter from the Attendance lead teacher or follow up from the EWO.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Responsibility to promote attendance is the responsibility of the whole school community.

Fast Track to Prosecution: The aim of the fast-track process is to ensure that schools and Education Welfare Service resolve attendance cases quickly and in the most effective way to get the child back into school.

The Fast-track framework promotes early intervention and aims to ensure that appropriate action is taken to tackle non-attendance as soon as an attendance problem becomes apparent.

Fast-track involves engaging the parent(s) and/or Carer(s) specifying what improvements need to be made over a fixed time-frame (usually 12 weeks)

Parents and carers have the responsibility for ensuring that their child attends school regularly. (Section 444(1) of the Education Act 1996). Where a parent fails in this responsibility and no improvement is brought about within the specified time-frame, prosecution proceedings are initiated.

Penalty Notice: Regular and punctual attendance of pupils at school is both a legal requirement, and essential in order for students to maximise the opportunities available to them. The Devon Education Welfare Service will continue to investigate cases of regular non-attendance from school and, following appropriate casework, instigate legal action if applicable. Penalty Notices offer a means for swift intervention, which the County Council will use to combat truancy problems before they become entrenched. This code provides that the power to use Penalty Notices is applied consistently and fairly and that suitable administrative arrangements are in place.

Following the implementation of the Anti social Behaviour Act 2003 it is possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices will require each parent of each child of compulsory school age, whose attendance has been unsatisfactory, to pay a fine, currently £60.00 to be paid within 28 days.

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