



Attendance Overview

Policy & Procedures

Good attendance and punctuality are vital for success at Albert Pritchard Infant and Wood Green Junior Federated Schools and establish positive life habits necessary for future success.

The school displays a positive and proactive ethos that places high value on attendance and punctuality and values its partnership with parents/carers to promote good attendance.

At Albert Pritchard Infant and Wood Green Junior Federated Schools, it is important that all parents and guardians are clear about our attendance policy, protocols and guidance.

As a parent you can help us by:

- Ringing every morning of your child's absence with the reason, and saying when your child will return.
- Arranging dental and doctor's appointments out of school hours or during school holidays.
- Ensure your child arrives at school on time.
- Discuss with your child the importance of good attendance

Punctuality

- Morning registration is at 8.55 a.m. Pupils are able to come into class from 8.45am as part of 'trickling in'.
- All classroom doors / access to school are closed at 9am, the school gates will be locked and you will then need report to the main office, and explain the reason for your child being late.
- Arriving after 8.55 a.m. means that your child will be considered late for their learning, and will be marked as late on the register.
- Arrival after the close of registration will be marked as an unauthorised absence in line with the DfE guidance.
- We will write to you if we have concerns about your child's punctuality. If it does not improve, a meeting will be called to discuss the matter further.

Term Time Leave of Absence

- The schools policy does not allow leave of absence for holidays in term time.
- If you still decide to take your child on holiday, you will need to collect a leave of absence form from the main office and hand this back in no later than **2 weeks before** the absence is due to begin, you will then receive a letter in response to your request.
- Should your application for leave in term time be declined. If you decide to take your child out of school during term-time, the absence will be recorded as "unauthorised". This could result in a penalty notice being issued by the Local Authority.
- Dates for travel arrangements, e.g. flight details, length of stay etc. will need to be seen at the school office so that photocopies can be taken.
- If your child does not return back to school on the date stated on the holiday request form then this will also be marked as unauthorised absence and will incur investigation.

As a school we shall:

- Monitor attendance weekly to ensure that we are reaching our target of 97% or above.
- Contact parents immediately that there is an issue with a child's attendance or punctuality.
- Discuss the importance of attending school regularly with children.
- Remind parents of the importance of regular attendance and punctuality in newsletters.

Authorised Absence

- Absence with permission from the Head Teacher or other authorised representative of the school.
- Reporting an absence does not guarantee authorisation.
- Authorisation will be considered based on your child's past attendance records. No absences below 92.5% will be authorised unless in extenuating circumstances or medical evidence is provided.

Unauthorised Absence

- Unauthorised absence is absence without permission from a teacher or other authorised representative of the School - this includes all unexplained or unjustified absences.
- Albert Pritchard Infant and Wood Green Junior Federated Schools will not authorise absence in the following circumstances:-
 - No explanation is offered by the parent/carer
 - The explanation offered is unsatisfactory (e.g. shopping, minding the house, no one to bring the pupil to school etc.)
 - Leave of absence (which are taken without the school's prior consent or knowledge and/or are in excess of the time agreed by the school)
 - No medical evidence is provided for personal illness lasting over 48 hours.
 - Lateness when the child arrives after the register has closed
 - Special occasions, birthdays (when the school does not agree that leave should be given)
 - Headlice
 - Family holidays in term time

Albert Pritchard Infant and Wood Green Junior Schools have the duty to refer unauthorised absences to the Local Authority Attendance Improvement Officer who will consider the use of legal action in terms of court action to address incidences of poor attendance.

Persistent Absentees

- Pupils whose attendance falls below 90% are defined by the DFE as Persistent Absentees.
- Albert Pritchard Infant and Wood Green Junior Federated Schools will discuss any individual child whose attendance is 90% to the Local Authority Attendance Improvement Officer at which point legal proceedings could follow.
- All Persistent Absentees are tracked and reported to the Governing Body on a termly basis.

We will follow these procedures when a child has poor attendance:

- 1. Follow up any unexplained absence by making a telephone call home every day of the absence. If we do not hear from you, we may conduct a 'Safe and Well' visit to your home address.**
- 2. Raise your child's poor attendance with our Attendance Officer, who may feel it necessary to make a home visit to discuss the issue with you further.**
- 3. If attendance falls below 92.5%, a Warning Letter will be issued.**
- 4. If attendance continues to fall a Notice to Improve letter will be sent with a time and date for a meeting to discuss the matter further, parents will also be asked to provide medical evidence for any further absences.**
- 5. A school attendance agreement will be discussed and a contract signed.**
- 6. If we continue to have concerns, we will make a referral to the Attendance and Prosecutions Service who visit the school regularly to review and support attendance matters. This could ultimately result in court proceedings.**

The school sets challenging targets for overall attendance and expects all pupils to reach at least the national target of 96%+ for each academic year. Children who fall below the agreed levels will be monitored by the school in order to provide support and a possible solution to the on-going absence.

If parents are at all worried about their child's attendance levels or wish to discuss any part of the school attendance policy further, they are encouraged to contact the school for an appointment. Parents are also encouraged to offer their views on attendance when meeting with the Deputy Head Teacher or class teacher at parents' evenings.

Albert Pritchard Infant and Wood Green Junior Federated Schools are committed to working in partnership with parents to achieve best possible levels of attendance and punctuality.

Creative Dreams, Brighter Futures