



## Attendance Overview

*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.*

## INITIATIVES TO IMPROVE ATTENDANCE RATES

There are many reasons why pupils miss school without permission as such; there is no one solution to the problem of absenteeism- for example setting reward schemes, such as certificates, extra-curricular activities and breakfast clubs. Wherever possible the School works alongside the WLCT Attendance Officer in supporting and implementing attendance initiatives which:

- help children develop the habit of regular attendance including through providing a number of regular initiatives;
- show parents clearly that unjustified absence will be recorded and challenged;
- home visits to absentees, regardless of attendance levels;
- minimise problems in KS1 by helping pupils transition from the Foundation Stage and when pupils transfer to KS2.

The School has considered initiatives that are most appropriate and always takes into account a pupil's individual circumstances, e.g. setting reward schemes such as certificates, for 100% attendance or effort to attend. Other helpful initiatives include:

- Implementing first day contact with parents of children who are absent from school without prior knowledge. It is hoped that this sends a clear signal to pupils and parents that absence is a matter of concern and will be followed up;
- Encouraging regular attendance checks, scheduled or unscheduled, which are effective particularly when pupils are not with the class teacher;
- Regular half termly register sweeps for pupils below 95% and follow up with the support of the WLCT Attendance Officer and Local Authority Attendance Improvement Officer.
- Having a member of the admin staff responsible for first day contact and the Deputy Head Teacher responsible for attendance overall;
- Meetings with families following half termly sweep and a further period of monitoring to ensure attendance improves;
- Parent contracting system (following the meeting with parents);
- Class attendance displays (raising the profile of attendance in class);
- Attendance display in a prominent position at both sites communicating targets with parents;
- A weekly Attendance Award in assembly (raising the profile of Attendance throughout school) and notification through social media;
- 100% attendance raffle at the end of each half term for pupils who have full attendance for that half term;
- A Breakfast and After School Club provision for our pupils;
- The issue of attendance reports to all parents who attend parents evening so that they can actively monitor their own child's attendance;
- Weekly Attendance on the school website and half termly attendance overview for each class shared on social media;
- An Early Years Foundation Stage Attendance Agreement for Nursery Pupils where the school reserves the right to remove any child from roll - should attendance continue to be an issue following intervention;
- The employment of a Learning Mentor. The Learning Mentor is a paid, school-based employee who helps to identify and support pupils by early intervention, and by helping them overcome problems inside and outside of school, leaving teachers more free time to teach;
- The daily use of the SIMS.net computer system which stores accessible pupil profiles containing a full range of information from both the existing electronic attendance system and the school management system.

## UNDERSTANDING TYPES OF ABSENCE

### Authorised Absence

Authorised absence is absence with permission from the Head Teacher or other authorised representative of the School - this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health. Parents reporting absence should give the reason and date of return for the child. If this is unknown, regular contact on a daily basis should be kept with the School Administration Team. For periods of extended absence, the school WILL seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness.

Reporting an absence does not guarantee authorisation. Authorisation will be considered in relation to the reason and your child's past attendance record is taken into consideration. No absence below 85% will be authorised unless in extenuating circumstances.

Albert Pritchard Infant and Wood Green Junior Federated Schools may authorise absence in the following circumstances:-

- Personal illness (Excessive or extended absences – lasting longer than 48 hours will require medical evidence).
- Medical appointment (Copy of appointment card to be seen, a copy made and attached to records)
- Family bereavement.
- Conditions rendering attendance impossible or hazardous to child's health and safety.
- Religious observance, necessitating absence from school (limitations apply)
- A traveling child's absence
- Involvement in a public performance/approved sporting activity

### 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 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 (5 minutes after school starts)
- ANY late after the 10<sup>th</sup> late will be marked as an unauthorised absence
- 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 and the WLCT Attendance Officer 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 Absenteeism (PA)

Persistent Absentees are pupils whose attendance falls below 90%. Albert Pritchard Infant and Wood Green Junior Federated Schools and the WLCT Attendance Officer will refer any individual child whose attendance is 90% to the Local Authority Attendance Improvement Officer at which point legal proceedings could follow, however a variation may be considered on an individual school basis depending on numbers of Persistent Absentees in the school and school overall attendance levels.

All Persistent Absentees are tracked and reported to the Governing Body on a termly basis.

### Punctuality and Lateness:

The School actively discourages late arrival by staff setting a good example and by challenging it whenever it occurs. Frequent lateness of pupils can provide grounds for prosecution of parents.

The School allows the register to be kept open for up to 5 minutes from the beginning of registration; any arrivals after 9am are classified as late. The school completes a punctuality trawl each week and informs families who are at risk. A monitoring period will then follow and if progress is not made then a referral to the WLCT Attendance Officer will be made.

#### **10 lates = unauthorised absence**

Lateness is often an indication of more serious problems, but can also be the result of poor time management.

**2 minutes every day over 2 weeks equates to 20 minutes of missed opportunities for learning**

#### Routines:

- The school day and lessons start at 08:55 am.
- If your child is late, after 9am, they must enter through the main front door and contact the school office, accompanied by an adult wherever possible (compulsory at Albert Pritchard Infants).
- All late students are marked appropriately using code "L" if your child is late before the register closes, "U" after the close of register.
- If your child is persistently late the designated officer attached to this school will in collaboration with the Deputy Head Teacher will operate late gates to highlight the damage caused by lateness.
- School will send out letters to parents whose children are late, identified by weekly monitoring.
- Refer to the Local Authority Attendance Improvement Officer after 10 lates are recorded.
- Work with the WLCT Attendance Officer to implement regular late gates.

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 and WLCT Attendance Officer, where applicable, 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*