

Oak Meadow Primary School

Ryan Avenue, Ashmore Park, Wolverhampton, WV11 2QQ, 01902 558517, oakmeadowprimaryschool@wolverhampton.gov.uk



Attendance Policy

From tiny acorns mighty oaks grow.

Approval Date:	October 2017
Signature:	
Review Date:	September 2020

Aim: Our aim is to provide a framework which promotes and encourages regular and punctual attendance, in order that pupils may receive full entitlement provided at Oak Meadow Primary School.

Objectives:

- To raise the overall school attendance to be at least in line with national and to improve attendance to above the national average.
- To reduce the number of persistent absentees.
- To promote a culture of punctuality and good attendance.
- To improve parental understanding of the school's expectations and for attendance and punctuality.
- To work with the EWO (Education Welfare Officer), to improve pupil attendance and punctuality.
- To closely monitor attendance and punctuality.

These will be achieved by:

- Sharing this policy and procedures with parents and pupils.
- Regular meetings with EWO (Education Welfare Officer), Attendance Officer, Home School Liaison Officer and Headteacher.
- Monitoring and reporting attendance and absenteeism through termly governor board meetings.
- Creating reward systems for good attendance and punctuality.
- Relevant staff receiving training as required.
- Seeking the views of all year groups through the school council.

Procedures for Attendance

- Doors open for pupils at 8.45a.m.
- Doors close for pupils at 8.55a.m.
- Register taken by the class teacher at 9.00a.m. with pupils sitting down and following class procedures.
- Teachers close registers at 9.00a.m.
- Pupils are marked present or absent. Absences are marked with 'N' for the attendance officer to complete.
- Children attending appointments during the school day will be signed out at the entrance foyer using our electronic system and signed back in on return.

Procedures for Punctuality

- Late pupils must enter via the entrance foyer.
- Pupils who arrive after 9.00a.m. must have an adult sign them in using our electronic system which will record how many minutes late and the reason for the lateness.
- After 9.05a.m. the Attendance Officer begins to update SIMs.

Monitoring of lateness will be undertaken by the Attendance Officer, Home School Liaison Officer and Headteacher and recurring problems will lead to parents being invited into school to address the concern.

Procedures for Pupil Absence

- It is parents' responsibility to inform school of absence and subsequently, reasons for the absence.
- Parents are required to contact school before 9.30am on every day of absence to confirm the reason of absence and its likely duration.

NOTE: Parents who routinely fail to make contact with the school will have all absences unauthorised and may be contacted by Wolverhampton Local Authority Education Welfare Officer.

- If a child is not in school and no reason for absence has been received, parents are contacted by 10.30a.m. via text message asking to contact school to provide a reason.
- If we do not receive a response to the text message and attendance is below 96%, a home visit may be carried out by our school's Home School Liaison Officer.

Pupils who cause concern

- For parents of children who have attendance below 96%, attendance is identified as causing concern. Attendance will be monitored along with actions taken and targets for attendance will be set.

Where pupil's attendance is:

Below 96% and is falling, parents will receive a letter stating current attendance and next required steps (appendix A). This letter is given to the pupil to take home.

- Monitoring of attendance is shared with parents using termly attendance tables.

Below 90%

- Parents will receive a letter stating current attendance and required next steps (appendix B). The letter will also inform parents that their child's attendance will be discussed with our Wolverhampton Local Authority Education Welfare Officer (EWO).

Below 90% and is falling

- School action is followed up by the Education Welfare Officer (EWO).
- School also informs the School Nurse if absences are authorised.
- If there is no further improvement in attendance, Early Help Assessment is offered. This takes the form of a letter (appendix C) to arrange a meeting between school, EWO and parents.
- If the Early Help Assessment is refused or has no response a DNA letter (did not attend) is sent to parents (appendix D) and if unauthorised absences continue, legal proceedings will take place.

Regular meetings take place between school and EWO to monitor attendance and discuss cases. The Headteacher will regularly update the governors with overview of attendance and formally report to the Governing Body termly.

Procedures for Monitoring and Promoting Attendance

- Attendance percentage for the week is displayed outside each classroom and changed weekly on a Friday.
- The class with the highest weekly attendance is rewarded with a trophy, presented during achievement assembly.

- The class with the highest half-termly attendance is rewarded with an attendance shield (KS2) or attendance bear (Foundation and KS1).
- Pupils with 100% attendance for a term are rewarded with a certificate and prize.
- Pupils with 96% plus attendance for a term are rewarded with a certificate.
- EWO promotes the importance of good attendance by participating in the induction meeting for new parents, distributing literature produced by the LA/DfE and by attending our celebration assembly at the end of the school year.
- Parents are kept informed about attendance through the school prospectus, school website, school communications, noticeboards, parent evenings and pupils' annual reports.

Leave of Absence

The school follows the local authority procedures when parents apply for leave of absence. All applications are assessed on a case by case basis.

Application for Leave of Absence

- Parent/carer collects leave of absence form from school reception.
- Parent/carer returns completed application form which is date stamped.
- Attendance Officer attaches attendance information and forwards application to Headteacher.
- Headteacher applies approval criteria.
- Application forwarded to Attendance Officer who informs parent of outcome by appropriate letter (appendices E and F).
- Applications are processed within five working days.

Leave of absence that is approved = authorised absence.

Leave of absence that is not approved = unauthorised absence.

The Headteacher and Governing Board approve leave of absence only in exceptional circumstances such as bereavement, serious illness and significant events such as a family wedding or cultural/religious reasons. **As decided by the Governors of the school, the Headteacher, apart from highly exceptional cases, can only authorise up to 4 days leave of absence in an academic year. Any further leave of absence in that academic year will not be authorised.**

If any further leave of absence exceeds 4 days in succession, the school will contact the local authority who may serve a penalty notice.

Exceptional Circumstances

The view of the DfE is a child should be in school for the 39 weeks of the academic year and that holidays in term time, in whatever form, are not considered to be 'exceptional' circumstances.

Holidays are not a good enough reason for taking a child or young person out of school.

Absence from school under exceptional circumstances is slightly different from taking a holiday in term time. In deciding whether or not to grant a leave of absence for 'exceptional circumstances', the following is considered:

- What is the normal pattern of attendance for the child(ren) whose parent is asking for a leave of absence.
- What is 'exceptional' for one family might be the norm for another family.

If the request for a leave of absence is not approved by the Headteacher but the parent takes their child away, the absence will be marked as unauthorised and the Headteacher may refer the matter to the local authority. The parent is then at risk of receiving a £60 penalty notice per child per parent.

Non-Return from Leave of Absence

It may occur that a child does not return within the stated period of leave of absence. Initially, normal school absence procedures are followed.

If the child has not returned within five days subsequent to the stated period of leave of absence, the following procedure is followed:

- Case referred to the EWO.
- Home visit carried out by the Home School Liaison Officer.
- Letter (appendix G) is posted to parents

Monitoring the Policy for Attendance and Punctuality

- The views of parents and pupils are sought annually through questionnaires.
- LA provides support when reviewing the policy.
- The policy is annually updated and formally reviewed every three years or as guidelines change or are reviewed.

Appendix A



HEADTEACHER:

Mr S Arnold B.Ed

Tel: 01902 558517

Fax: 01902 558520

RYAN AVENUE

ASHMORE PARK

WOLVERHAMPTON

WV11 2QQ

Date

School Attendance Concern

Dear Parent/Carer of Class

You child's attendance is currently below 96%.

Attendance% **as of**

We appreciate that you may have contacted school to report absences in line with our absence monitoring procedures and we thank you for this. We may also have spoken to you. However, as you child's attendance is below our school's acceptable percentage, we now write to ask for your support and consideration to ensure your child accesses all teaching and learning as far as possible, to refrain from any further absences.

Required Next Steps

- Contact school on **every day** of absence
- Provide medical evidence of illness:

This could be:

- A GP appointment card (name/date/time clearly stated)
- Prescription
- Medical Packaging
- Medication
- Hospital Letter/Appointment Letter

The information will be needed in order to authorise any absences in the future.

If we can provide any further support or advice, please contact us on 01902 558517.

Yours sincerely,

Mr S Arnold
Headteacher



Appendix B

HEADTEACHER:

Mr S Arnold B.Ed

Tel: 01902 558517

Fax: 01902 558520

RYAN AVENUE

ASHMORE PARK

WOLVERHAMPTON

WV11 2QQ

School Attendance Concern

Dear Parent/Carer of Class

You child's attendance is currently below 90% and has shown no improvement since receiving our letter expressing our concern.

Attendance% **as of**

As your child's attendance is below 90%, it will now be discussed with our Wolverhampton Local Authority Education Welfare Officer, Miss Everitt.

Please ensure the required next steps are followed:

- Contact school on **every day** of absence
- Provide medical evidence of illness:

This could be

- A GP appointment card (name/date/time clearly stated)
- Prescription
- Medical Packaging
- Medication
- Hospital Letter/Appointment Letter

The information will be needed in order to authorise any absences in the future.

If we can provide any further support or advice, please contact us on 01902 558517.

Yours sincerely,

Mr S Arnold
Headteacher



Appendix C

HEADTEACHER:

Mr S Arnold B.Ed

Tel: 01902 558517

Fax: 01902 558520

RYAN AVENUE

ASHMORE PARK

WOLVERHAMPTON

WV11 2QQ

Date

Parent
Address

Child's name
Current attendance%

Dear Parent,

An appointment has been made for you to see Miss Parker (Home School Liaison Officer) and Miss Everett (Education Welfare Officer) on at at school.

We would like to offer support through an Early Help Assessment. If you decide to decline the support available and absences continue to be recorded as unauthorised it may lead to legal proceedings.

I would like to take this opportunity to remind you that in order for absences to be recorded as authorised, you must contact school on every day of absence and medical evidence will be required.

The following evidence will be accepted by school;

- A GP appointment card (date, time and child's name clearly stated)
- Prescription
- Medication
- Medication packaging
- Hospital letters/Appointment letters

If you are unable to attend the meeting at the above time and date, please contact the school as soon as possible and an alternative appointment will be made.

Yours sincerely,

Miss Parker
Home School Liaison Officer



Appendix D

HEADTEACHER:

Mr S Arnold B.Ed

Tel: 01902 558517

Fax: 01902 558520

RYAN AVENUE

ASHMORE PARK

WOLVERHAMPTON

WV11 2QQ

Date

Parent
Address

Child's name

Current attendance%

Dear Parent,

An appointment was made for you to see Miss Parker (Home School Liaison Officer) and Miss Everett (Education Welfare Officer) on at at school to offer support through an Early Help Assessment. Unfortunately you did not attend the meeting or contact school to rearrange the meeting.

If unauthorised absences continue it may lead to legal proceedings.

I would like to take this opportunity to remind you that in order for absences to be recorded as authorised, medical evidence will be required. The following evidence will be accepted by school:

- A GP appointment card (date, time and child's name clearly stated)
- Prescription
- Medication
- Medication packaging
- Hospital letters/Appointment letters

If you require any further support please do not hesitate to contact me.

Yours sincerely,

Miss Parker
Home School Liaison Officer



Appendix E

Dear Mr/Mrs/Miss/Ms

Address:

Child's Name Class

Date:

Re: Leave of Absence in term time request for

Following your request for leave of absence in term time for, I regret that I am unable to authorise this absence. My reasons are as follows:

. Under the amendments to the 2006 Pupil Registration Regulations, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

. The Leave of Absence cannot be considered under the Exceptional Circumstances clause, as advised by the DfE (Department for Education).

Should you take the requested leave of absence, the school's attendance policy makes it clear that this absence will not be authorised .

Governors at Oak Meadow have taken the decision to apply fines for over 4 days leave of absence in any school year – September to July.

Dates of unauthorised absence: From to totalling school days.

Parents/Carers have a duty to ensure their child/children's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. You could risk losing your child/children's place at the school; I have a duty to inform the Vulnerable Young Persons team who may issue a Penalty Notice. The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

Yours sincerely,

Mr S Arnold
Headteacher

Appendix F



Dear Mr / Mrs/ Miss/ Ms

Child's Name..... Class

Date:

Re: Leave of Absence in term time request for

I have carefully considered your request for leave of absence for in term time.

I have decided to authorise the leave because the circumstances are exceptional.

..... is authorised to have days of leave of absence, with his/her last day of school being and his/her expected date of return being

If for any reason your child/children do not return to school on the expected date, you must make all possible efforts to contact us. If we do not feel that the reason for the delay is acceptable, the absence will not be authorised. You could risk losing your child/children's place at school; I have a duty to inform the Education Welfare Service who may serve a penalty notice. The penalty notice is for £60 per child, per parent if paid within 21 days and £120 per parent, per child if paid after this but within 28 days.

Parents have a duty to ensure their child/children's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Yours sincerely,

Mr. S. Arnold
Headteacher



Appendix G

Dear Mr/ Mrs/ Miss/ Ms

Child's Name..... Class

Date:

Re: School attendance for

I have a duty to inform you that is eligible to be off registered from Oak Meadow Primary School on

On return to Wolverhampton, you will need to attend the Civic Centre, St Peter's Square (School Admissions) and enquire which schools have spaces for your child.

Yours sincerely

Mr S Arnold
Headteacher