



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Attendance Policy

September 2024

Reviewed By	Emma Jones and Governing Body
Signature	
Date	1 st September 2024
Next review date	1st September 2026.

Our vision:

Our core values are; **Nurture**, **Resilience**, **Respect**, **Inspiration**, which are at the heart of all we do. This is to ensure children leave Woolpit Primary Academy with a love of learning, as resilient individuals who are prepared for their futures. Our nurturing approach will ensure all pupils grow into well-rounded individuals with healthy minds. Children will leave our primary school as respectful members of the community; inspired to learn and motivated to achieve.

Woolpit Primary Academy Attendance Policy

Woolpit Primary Academy is committed to providing an education of the highest quality for all its children and recognises this can only be achieved by supporting and promoting 100% school attendance for all its children. Research suggests that good attendance enables all children and young people to achieve optimum academic progress.

Missing out on learning time leaves children vulnerable to falling behind and more likely to achieve less in school.

Attending school every day = 100% attendance.

Attending 4 $\frac{1}{2}$ days a week = 90% attendance.

Attending 4 days a week = 80% attendance.

If your child is 5 minutes late every day they will miss 3 days of learning each year.

If your child is 15 minutes late every day they will miss 2 weeks of learning each year.

Aims & Objectives

This attendance policy ensures that all parents, staff and governors in our school are fully aware of and are clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and are valued by the school.
- Raise awareness of the importance of uninterrupted attendance and punctuality at every stage of a child's education to parents, carers and pupils.
- Ensure that our policy applies to Reception age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Officer (EWO) so that all pupils realise their potential, unhindered by unnecessary absence.
- Outline the responsibility of all stakeholders for promoting 100% attendance.
- Promote a positive and welcoming atmosphere in which children feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of consistently monitoring attendance and supporting families and children when trigger points are reached.

- Recognise the key role of all staff in promoting good attendance.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments, which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given.

Unauthorised absence includes the following, although the list is not exhaustive

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences which have never been properly explained.
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes. It is however recorded as an unauthorised absence for the session.
- Shopping trips.
- Looking after other children or children accompanying siblings or parents to medical appointments.
- Their own or family birthdays.
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the headteacher. These may result in school applying to the local authority to issue a penalty notice. If you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority.
- Day trips.
- Other absence in term time which has not been agreed.

Penalty Notice Fines

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span different terms or school years.

Please note: The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child if paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.



Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child if paid within 28 days.



Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500

Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Per Parent*, Per Child

Penalty Notice Fines are issued to each parent*, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

***Parent**

Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

Being Late to school

Registers open at 8.45am and close at 9.00am.

Children can arrive at school from 8.45am.

If your child arrives at school between 9am and 9.10am, they will be coded in the register as 'L'

If your child arrives after 9.10am they will be classed as 'U'.

The number of minutes late is recorded in the register.

Parents' Responsibilities

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:

"If a child of compulsory school age, who is a registered child at the school, fails to attend regularly at school, his parent is guilty of an offence".

(NB: Where the Education Act refers to "his", it also means "her".)

Our expectations from you as a parent are that:

- Your child attends school regularly and punctually.
- You notify the school of any absence via email, text or phone call before 9.10am.
- If your child is absent for more than 3 consecutive days you provide medical evidence.
- You provide school with an emergency contact number for more than one person. Emergency contact numbers should be kept updated by the parent/carer wherever possible and they should be checked during the annual data collection.
- You do not take your child out for holidays during term time.
- If you would like to request a leave of absence for exceptional circumstances, then a Leave of Absence Form must be completed. (See Appendix E.)

Woolpit Primary Academy Responsibilities

All staff at Woolpit Primary Academy have a key role to play in supporting and promoting 100% attendance and will work to provide an environment in which all our children are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

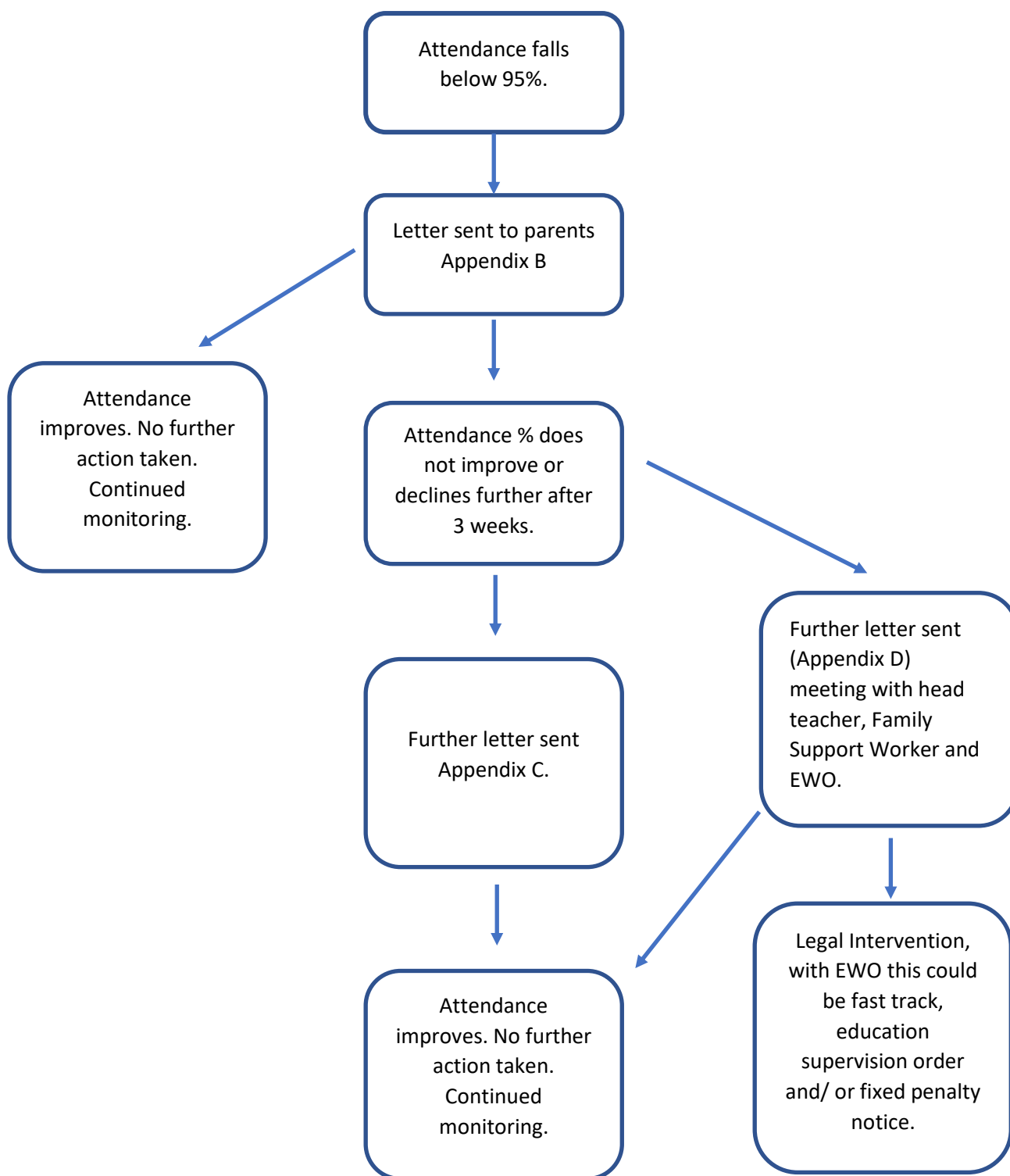
School staff are responsible for promoting 100% attendance by:

- Ensuring that all registers are taken accurately and within the first 10 minutes of a session.
- Contacting the parents/carers by telephone or text each day a child is absent from school without being notified in advance and recording the contact.
- Exploring possible interventions where we have concerns around a child's attendance and, where appropriate, consulting with the parents/carers.
- Consulting regularly with the Education Welfare Service if a child's attendance continues to give cause for concern and, where applicable, referring cases for a Fixed Penalty Notice, Prevention Meeting, Education Supervision Order or Fast Track proceedings.
- Analysing attendance figures, monitoring by registration group as well as gender, ethnicity, Pupil Premium status and Special Educational Needs status. The school will also carefully monitor those children who fall into the Persistent Absence category (where attendance falls below 90%).

- Making sure parents are aware of their child's attendance through termly attendance letters, (Appendix A.)

In closely monitoring the attendance of the school's children on a cumulative and week to-week basis, the school undertakes a clear step-by-step approach when a decline in a child's attendance is identified.

Attendance Intervention Flow Chart



All pupils of compulsory school age are entitled to a full-time education. However, in very exceptional circumstances, the school may see there is a need for a temporary part-time timetable to support the pupil. This must not be treated as a long-term solution, however any part-time timetable will be bound by time limits. In agreeing to a part-time timetable, the school has agreed to a child being absent from school for part of the week or day and therefore must record it as authorised absence.

The school must also have regard for the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. The school is required to put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

The governing body will also make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are on roll at the school.

Role of the Education Welfare Officer

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5 sessions as a maximum over a 6-week period.
- To investigate any unexplained absence which exceeds more than 8 sessions within a 12-week period.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To investigate cases that have been referred for prosecution where persistent absenteeism has not improved despite thorough intervention.

Related Policies

These policies should be read alongside the school policies

- Safeguarding policy
- Behaviour policy

Register Codes

Code	SIMS Description	DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment
N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity
Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements

R	Religious observance	Religious observance
S	Study leave for public examination	Study leave for public examination
T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attend-non-compulsory school age pupil	Not required to attend-non-compulsory school age pupil
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

Appendix A

Heath Road * Woolpit * Suffolk * IP30 9RU*

www.woolpitprimary.net

admin@woolpitprimary.net

01359 240625

Head teacher: Emma Jones



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Date

Dear Parents

Re: **Your child's attendance**

We are sending you this colour coded letter based on your child's attendance.

Pupil name:

Class:

Percentage Attendance: **100%**

Green	Attendance 95% and above
Amber	Attendance between 94.9% and 90%
Red	Attendance 89.9% or below

The information below shows how attendance can affect your child's future progression if their attendance were to continue at their present level throughout the year.

Above 97%: less than 6 days of absence a year Excellent attendance. This impacts most positively on outcomes for learners, as they are accessing work consistently
95%: 10 days of absence a year This is the equivalent of 2 weeks of school.
90%: 19 days of absence a year Pupils in this group are missing a month of school per year.
85%: 29 days of absence a year Pupils in this group are missing 6 weeks of school per year.
80%: 38 days of absence a year Pupils in this group are missing a half term of school within the academic year

Please let us know if your child is going to be absent, so that it can be recorded accurately on our register. The school's number is 01359 240625.

If you have any queries about this letter or wish to discuss any concerns you have about your child's attendance, please do not hesitate to contact the school.

Many thanks

Mrs Emma Jones

Headteacher

Appendix B

Heath Road * Woolpit * Suffolk * IP30 9RU*

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01359 240625

Head teacher: Emma Jones



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Date

Dear <Parents Name>

Re:- <Child's Name>, <year group>

At Woolpit Primary Academy we encourage all children to aim for 100% attendance.

We are therefore concerned about <child's Name> attendance which has dropped below 95% and is currently <attendance %>.

Please be aware that if your child's attendance continues to decline, we will require medical evidence to authorise future absences. Please refer the attendance intervention flow chart in the attendance policy which will outline the next steps If <child's name> does not improve.

We appreciate that there are many circumstances that can affect a child's attendance at school. If we can support your child in making sure their attendance improves then please do speak to with Mrs Brown, our family support worker in the first instance either by telephone or email, to discuss how we can help.

Many Thanks

Emma Jones

Woolpit Primary Academy

Appendix C

Heath Road * Woolpit * Suffolk * IP30 9RU*

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admin@woolpitprimary.net

01359 240625

Head teacher: Emma Jones



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Date

Dear <Parents Name>

Re:- <Child's Name>, <year group>

At Woolpit Primary Academy we encourage all children to aim for 100% attendance.

We are therefore concerned about <child's Name> attendance which has (dropped below 92% has not improved since our previous letter) and is <attendance %>. This means that <child's name> has missed <days> of school. This follows our initial concerns, raised in a letter on xxxx.

We are concerned about the impact this is having on <child's name> progress, as we know that as attendance declines so does your child's chances of achieving the best possible outcomes whilst also affecting their emotional wellbeing.

We are keen to work together to support you and your child in making sure that their attendance improves. Please attend a meeting on xxxx with Mrs Brown.

In the meantime, we will continue to monitor <child's name> attendance and until this rises above 95%, we will continue to require medical evidence to authorise any further absence.

Many Thanks

Emma Jones

Woolpit Primary Academy

Appendix D

Heath Road * Woolpit * Suffolk * IP30 9RU*

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01359 240625

Head teacher: Emma Jones



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Date

Dear <Parents Name>

Re:- <Child's Name>, <year group>

At Woolpit Primary Academy we encourage all children to aim for 100% attendance.

We are therefore extremely concerned about <child's Name> attendance) whose attendance is <attendance %>. This means that <child's name> has missed <days> of school and xx sessions have been authorised. This follows our concerns, raised in a letter on xxxx and a further letter dated xxx.

We are concerned about the impact this is having on <child's name> progress, as we know that as attendance declines so does your child's chances of achieving the best possible outcomes whilst also affecting their emotional wellbeing.

We are therefore inviting you to a Prevention meeting with Mrs Jones, our head teacher, Mrs Brown our family support worker and our education welfare officer on xxxx. We are keen to work with you to support your child in making sure that their attendance improves.

However, should you decline to attend, please be aware that a legal intervention will ensue in liaison with the education welfare officer and this could be Fast Track proceedings, an Education Supervision Order and/ or a fixed penalty notice.

Many Thanks

Emma Jones

Woolpit Primary Academy

Appendix E

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Head teacher: Emma Jones



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully. As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that Working together to improve schools attendance August 2024, states that generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Name Of Child		Class
I am applying for leave of absence for my child		
from:		to:
Number of school days:		
The exceptional circumstances for which leave is requested		
Please name any other child and their school that will be absent from school		
Signed (Parent/ Carer)		Date:
To be completed by the head teacher.		
Name Of Child:		Class:
Approved		The absence will be recorded as authorised.
Not Approved		The absence will be recorded as unauthorised.
Penalty notice		Request will be made to Suffolk County Council for a penalty notice to be issued.
Explanatory Notes		
Signed:		Date :

For Office Use Only

Letter To Parent/ Carer

Date Sent _____

Teacher Informed

Arbor updated

Penalty Notice Request

Date Sent _____