



William Levick Primary School **Attendance policy and procedures**

Policy Statement

All children of compulsory school age (4-16) are entitled to an appropriate education. Parents have the primary legal responsibility for ensuring their child receives their entitlement. At William Levick Primary School we aim to work in partnership with parents to ensure they meet the responsibility by promoting good attendance and reducing absence. We see good attendance as key to:

- promoting children's welfare
- ensuring every pupil has access to the full-time education to which they are entitled
- ensuring that pupils achieve their potential and develop appropriate life skills
- ensuring that pupils have access to the widest possible range of opportunities when they leave school.

Our internal procedures ensure that we can meet our obligation to promote and support good attendance.

Internal procedures

Recording, reporting and monitoring of attendance / absence

At William Levick Primary School we monitor attendance through the taking of a daily register for both the morning and the afternoon teaching sessions. Class teachers may raise any issues they may see such as persistent absence; patterns in absence or poor punctuality etc.

We encourage parents to report to the school any absence as early as possible. If any children are absent without reason, school will attempt to make contact with parents as quickly as possible to find out the reason for absence and to ensure there are no safeguarding issues linked to the absence. Any reasons for absence are recorded in the register or on a notification of absence form which is completed and added to the register. The reason for absence will be considered and it will be decided whether the absence is authorised or not.

Children may have to stay away from school for illness or other exceptional reasons, but they should only be absent when it is absolutely essential. We acknowledge and ensure parents understand that taking children out of school for holidays is not a right. Only school can authorise these absences and only in exceptional circumstances. In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. All pre-planned absences should be communicated to school at least two weeks prior to the absence and submitted on the appropriate school absence request form. Authorisation can then still only be given in exceptional circumstances. Parents will be informed by letter of the School's decision to authorise the absence or not. Parents are made aware that if they still choose to take their child out of school the absence will be recorded as unauthorised and sent to Derbyshire County Council. This may result in a Penalty Notice being issued should leave be taken that is unauthorised.

Attendance is analysed termly. For those children whose attendance falls below 90%, a letter will be sent home highlighting the child's attendance and asking for an improvement in it.

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Attendance of these children is then monitored weekly. If improvements have not been made, the child's attendance has not risen above 90% and there are no extenuating circumstances as to why this is, then a further letter will be sent home inviting the parent / carer into school for a meeting to discuss ways in which the school can support better attendance. If this still does not impact on improved attendance (above 90%), or concurrently dependent on the circumstances, then school will seek the professional services and advice within the Local Authority and their attendance key workers such as Educational Welfare Officers and Attendance Officers.

The Headteacher will report to the Governing Body each term on attendance.

Attendance figures are submitted weekly to the LA.

This policy has been reviewed and approved by the staff and governing body:

Date:

Headteacher's signature: *M. Winson*

Chair of Governor's signature: J. Higginbottam

Date of next review: Oct 17