



PUPIL ATTENDANCE POLICY

Initial Statement

At Wheatcroft, we want the whole school community – pupils, parents, governors and staff, to be committed to excellent standards of attendance and punctuality to take full advantage of the educational opportunities available to students.

Attendance monitoring

This school continues to annually review attendance data as initiated in Statutory Instrument 2005 NO. 58 – The Education (School Attendance Targets) (England) Regulations 2005. The annual target is a total absence expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school. At Wheatcroft we always seek a target which reflects more than 96% attendance overall, only acknowledging that some absence through ill health is inevitable. The Head-teacher and Governing body review absence as part of the annual school data review.

Expectations

The responsibility for good attendance is shared between parents, pupils and School. All these groups need to understand the expectations which the policy makes of them.

The Parents & Carers:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents will inform school on the first day of absence, of the reason for their child's absence from school. This should be followed up by a letter upon the child's return.
- Parents will maintain regular communication with school staff where necessary.
- Parents will ensure that school has a full set of home and emergency contact details and is informed of any changes.

The Pupils:

- All pupils are expected to attend school and all of their lessons regularly and punctually
- Pupils must remember to hand any note giving reasons for absence to the relevant person, normally their class teacher.
- Pupils are expected to have appropriate equipment and be ready to learn.

The School:

- Wheatcroft will provide a safe learning environment and a curriculum that promotes excellence and enjoyment.
- The school will ensure that records of attendance are maintained on a daily basis according to Government legislation and guidance.
- Wheatcroft will follow up all instances of poor attendance and punctuality.

Doors open

School doors open at 8.55am. Pupils should enter the building at that time. Pupils should not arrive at school before 8.45am. Supervision will not be provided before this time. Parents seeking care before school hours or breakfast club may approach “The Croft” (details are available from the office).

Registration

- Registers are called promptly at 9am and 1:15pm. Registers close at 9.15am and 1.30pm. Registers are marked consistently by staff.
- Any pupil arriving after closure of the register will be marked absent for the whole of the session.
- Registers are marked in accordance with national DfE guidance.

Lateness

- Any pupil arriving after 8.55am should report to the school office.
- The admin staff will note their late attendance and amend the register accordingly.
- Lateness as a result of medical appointments may be recorded as a Medical absence.

Following up Lateness

- Parents, whose children are regularly late for school, will be contacted by a member of school staff who will work with parent(s) to bring about an improvement in punctuality.

Absences

- Notification must be provided for all absences from school.
- If your child is absent from school for any reason, a telephone call to the school office must be made on the day of absence. This must be followed up by a letter upon the child’s return.
- Absences are authorised by the designated staff within the school.
- School may decide not to authorise absence, even when a reason is provided.

Leaving and returning to School during the School Day

- When pupils leave or return to school during the school day, office staff must be notified. Parents must sign their child both in and out of school at the front entrance.

Requesting Leave of Absence/Term Time Holiday

- Wheatcroft complies with the legislation that states Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- If there are exceptional circumstances then these must be put in writing to the Head teacher, a form is available from the office.
- If the absence is not classified as exceptional, then it will be recorded as unauthorised.
- Even in cases where exceptional leave of absence is sought, the school will consider a child’s progress, attainment and attendance pattern and may refuse to authorise absence.

Following up Absence

- Wheatcroft follows up all absences from school.
- If we have not heard from parents on the morning of the first day of absence then we shall contact home.
- If there is prolonged or regular absence then a letter will be sent to parents and the Attendance Improvement Officer (AIO) will become involved.

Rewards

- Wheatcroft rewards 100% attendance with an Excellence certificate at the end of each year.
- Wheatcroft may also recognise Special attendance where absence has been in unusual circumstances, with a certificate at the end of each year.

Working with the Attendance Improvement Officer

- Wheatcroft works in partnership with the allocated A.I.O. to improve attendance for individual pupils and the whole school
- The Head teacher or a deputy meets with the A.I.O. in response to identified need or specific cases.
- Wheatcroft works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the A.I.O. the school will make a formal referral to Childrens Services.

Penalty notices or fining.

- This is a Local Authority process. It is administered by the Attendance Improvement Officers on behalf of Hertfordshire County Council Childrens Services.
 - The School do not administer or receive any financial benefit from this process.
 - It applies to each session of absence and to each parent or carer
 - Where a child has 15 sessions or more of unauthorised absence then advice will be sought from Hertfordshire Council regarding penalty notices for parents.
 - There are two sessions in one school day. Lateness after the register has closed may also be recorded as a session of absence.
- **Wheatcroft Governing body adopted the revised HCC protocol on absence in Spring term 2016**

Publication of Information

- Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis through school newsletters or data on the web site.
- Annual figures are published on the school website via the DfE links.
- Wheatcroft shares information on individual pupils' attendance as necessary with parents, pupils, staff and appropriate Local & Health Authority departments.