



Pupil Attendance Policy

Policy Name	Pupil Attendance Policy 2024-2025
Policy Owner	Headteacher
Governing Body or Working Group Approval	Full Governing Body (Resources)
Last Reviewed	2024
Next Review Date	2025
Status and Review	Statutory and annually
Policy Source	

The staff of Charlwood Village Primary School are committed, in partnership with the parents/carers, children, governors, the Local Authority, to building a school which serves the community well, and of which the community is proud.

The school staff and Governors, alongside the Local Authority, firmly believe that all children benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Expectations

We expect that all children will:

- Attendance of at least 95%;
- Attend school punctually;
- Attend school appropriately prepared for the day.

We expect that all parents/carers that have day to day responsibility for the children will:

- encourage 95% school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first day of the child's absence ideally before 9am
- explain the reason for their child's absence on the first day of absence
- contact the school promptly whenever any problem occurs that may keep the child away from school

We expect that school staff will:

- keep regular and accurate records of attendance for all children, at least twice daily;
- monitor every child's attendance;
- contact parents as soon as possible ideally by 9.30am when a child fails to attend where no message has been received to explain the absence;
- follow up all unexplained absences to obtain written confirmation of the reason for the absence within 10 days;
- encourage good attendance;
- provide a welcoming atmosphere for children;
- provide a safe learning environment;
- provide a sympathetic response to any child's concerns;
- the Headteacher and class teacher make initial enquiries of parents/carers of children who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the Inclusion Team.
- meet, where possible, the requirements of the UN Convention – The Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them.
- Request for two or more contact numbers for each pupil

Holidays

The school holiday dates are published by the LA a year in advance and the school includes these early in September as part of its academic year calendar of events. The DfE have now stated that Headteachers are no longer allowed to authorise absence requests unless they are for 'exceptional circumstances'.

The Headteacher will decide whether or not to authorise the absence having considered:

- if the reason for the request is for 'exceptional circumstances'
- the child's record of attendance;

Encouraging Attendance

Charlwood Village Primary School encourages punctuality and attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's/carer's concerns about the school or other children;
- by marking registers accurately and punctually during morning and afternoon registration. If children arrive at school after the close of the register without a proper explanation, the lateness will be recorded as an unauthorised absence;
- by publishing and displaying attendance statistics;
- by monitoring children, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Service if the irregular attendance continues.
- by writing to parents when their child is late in excess of 10% of days within a term
- by rewarding pupils with 95% and above attendance with Attendance Certificates each term

Responding To Non-Attendance

When a child does not attend school we will respond in the following manner:

- On the first day of absence, if no note or telephone call is received from the parent/carer the school will endeavour to contact them by 9.30am
- When there is a concern around the safety and well-being of the child then the Designated Safeguarding Lead will contact the Social Worker linked to the family or will call Children's Services for advice
- If there is no response, the school will continue to try to contact the parent/carer. If, by the end of the second day, there has still been no contact made the school will send a letter of concern to parents/carers or invite them into school to discuss their concerns. The school will tell parents/carers that if the absence persists that a referral will be made to the Inclusion Manager.

- Failure to comply with the expectations set by the Inclusion Manager may result in further action, an application for an Education Supervision Order, or court prosecution.

Changing schools

It is important that if parents/carers decide to send their child/children to a different school that they inform school staff as soon as possible. A child will not be removed from this school roll until the following information has been received and confirmed:

- the date the child will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The child's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Inclusion Manager.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the children. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

Head Teacher and Governors:

- monitor the effectiveness of the Attendance Policy
- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- monitor arrangements for contacting parents when a pupil is absent
- consult and liaise closely with the Inclusion Team on a regular basis and take responsibility for ensuring appropriate children are identified and referred without delay;
- monitor and evaluate attendance with the Inclusion Manager.

Class Teachers

- to complete registers accurately and punctually at least twice daily;
- to follow up any unexplained non-attendance;
- to record all reasons for absences in the register;
- inform the Headteacher of concerns.