



Hadley Wood Primary School Attendance Policy

Date the policy came into effect	September 2020
Date of the next policy review	September 2022
Name of the person responsible for this policy	Fran Worby
Issued to	Staff, governors and parents
Date of issue	September 2020

Attendance Policy

Purposes:

The staff and Governors at Hadley Wood School believe that regular attendance and punctuality are essential for a good education. Children are expected to attend school every day, unless they are ill. In general, children are able to attend school when they have minor ailments such as colds or hay fever and special arrangements can be made for their care. If a child is sick at home, or is sent home from school because they have been sick, **they are not allowed back to school for 48 hours**, even if they seem well. This is to give the child the chance to recover properly and to prevent infections from spreading.

We aim to maintain excellent attendance through:

- Setting a good example of attendance and punctuality as a staff
- Encouraging all pupils to achieve their full potential through regular attendance and punctuality
- Valuing and rewarding good attendance and punctuality
- Monitoring poor attendance and punctuality and following up appropriately
- Offering support to pupils and families where it is needed
- Maintaining regular communication with parents/carers

Our attendance policy:

- Establishes clear and effective procedures for administration which are understood by staff, pupils and parents
- Ensure that we comply with the necessary legal requirements
- Enable other appropriate agencies to access the information that they need
- Ensure that any pupils presenting poor levels of attendance and punctuality are noted, monitored and appropriate action taken

Broad Guidelines

The school day begins at 8.45 am and finishes at 3.15 pm for KS1 and 3.20pm for KS2 pupils. All pupils are welcome to attend Breakfast Club, which starts at 7.55 am.

Registration period:

Morning:

- Main class registration between 8.45- 8.55 a.m.
- *Children will be marked late after 8.55 a.m. and children arriving after that time must be 'signed in' by an adult.* Parents will be approached about persistent lateness
- Registers are completed online and '*first day calling – sometimes email*' is carried out by the school's admin officer. The register is taken again as soon as the children return to class at 1.00.
- Registers are monitored by the Office Manager, Welfare Officer and the Headteacher (on ScholarPack).

If it is appropriate, in recognition of local circumstances (such as bad weather or occasional transport difficulties) the school will extend the registration period.

The Class Teacher, Teaching Assistant, Cover Teacher or Trainee Teacher may take the class register.

Family Holidays

At Hadley Wood School we do not allow holidays to be taken during term time and it is the policy of the school that any holidays taken during this time are unauthorised.

It is only in special circumstances that the Headteacher will authorise any absences. Parents must provide a letter **requesting** absence and see the Headteacher in person. Parents are

often reminded, through the Head teacher's regular newsletter, that taking holidays during Term time is not conducive to their child's effective education.

The school have been set a target of 95.6% attendance across the school. If attendance drops below this it can trigger an inspection.

Absence for work or participation in a sporting or other event.

Parents must request permission for this kind of absence in writing. In some instances, children may be deemed to be 'educated off site', for example over a prolonged period of filming where there is a tutor on the set. School are always happy to liaise with these tutors. **The Headteacher is unlikely to sign a license for a child whose attendance is below 95% or who is behind with their academic work.**

Monitoring

In order to ensure good attendance, patterns of absenteeism are observed across the school. This will include attendance of vulnerable groups. Attendance is analysed for trends, e.g. children who qualify for Pupil Premium. The Headteacher reports on attendance to the Governing Body in the termly 'Head teacher's Report'. Attendance and attendance trends are reported in the Government's Raise Online report for the school.

Intervention

If a child's attendance falls below 95% their attendance will be monitored. ScholarPack generates a report which shows which days a child has been absent and gives a percentage attendance for each day of the week. If a child is found to be absent frequently on a specific day of the week, or the child is missing odd days, the Headteacher may discuss this with parents, in case there is a problem of which we are not aware.

If attendance falls below 90% the school will write to the parents, enclosing an attendance report and a meeting will be arranged with the Headteacher.

If the child's attendance does not improve, an appointment will be made with the Education Welfare Officer.

Education Welfare Officer (EWO) Meetings

The Attendance Officer (Office Manager) and Headteacher meet the EWO regularly to discuss any concerns and follow up the progress of individuals whose attendance or punctuality are causing a concern.

Prior to the meeting, the following information is collected:

- Attendance record for any child with less than 90% attendance
- Attendance record for any child whose absence shows particular trends
- Attendance record for any child who has been frequently late
- Attendance records for **persistent absentees** (those with 85% or less attendance)
- Class percentage totals

Information is shared about previous cases and decisions taken about the next stages of intervention where appropriate. Decisions are recorded on the attendance monitoring sheet and the EWO may arrange meetings with parents if it is felt that the child's attendance is an issue.

Review date: September 2022 (or sooner if deemed necessary)