

Villiers Primary School

Prouds Lane, Wolverhampton

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Villiers Primary School

Attendance Policy

Work hard. Be kind.

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Aims

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- raise the overall school attendance to be at least in line with national and to improve attendance to above the national average.

Being at School

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Expectations

We expect that all pupils will:

- attend school every day.
- attend school punctually.
- attend appropriately prepared for the day.
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school daily of absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.

Examples of authorised and unauthorised circumstances:	
Authorised absences:	Unauthorised absences
genuine illness of the pupil; <ul style="list-style-type: none"> • hospital/dental/doctors appointment for the pupil – with school permission • major religious observances • visits to prospective new schools • external exams or educational assessments 	<ul style="list-style-type: none"> • shopping /day trip / visit to a theme park • a birthday treat • oversleeping due to a late night • looking after other children / other family members • appointments for other family members

We expect that the school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any pupils' or parent's concerns.
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual pupils' attendance and punctuality.
- contact parents when a pupils fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition.
- regularly inform parents of the % attendance of all pupils.
- make initial enquiries regarding pupils who are not attending regularly.
- meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality.
- make home visits when there are unexplained absences and attendance concerns.
- refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the main playground is supervised from 8.40am and the school doors are open from 8.45am until 8.50am. Breakfast club opens at 7.30am and is open to all pupils at a charge.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.50am and pupils who arrive after 9.00am will be recorded as late to school.
- Registers close at 9.00am and after this lateness can be recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken at 1.00pm in KS1 and 1.15pm in KS2.
- Persistent lateness by a pupil will be dealt with through support from the Family Liaison Team and may be referred to Education Welfare.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

Pupils Leaving During the School Day

During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- pupils are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- pupils must be signed out on leaving the school and be signed back in on their return.
- where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- all pupils leaving with permission will be given a written authorisation slip by the school in case of being stopped by Truancy Patrol.
- if a pupil leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.*

Penalty Notices for Holidays

If the request is refused, but the leave of absence is still taken, school will notify the delegated local authority officer who will issue a penalty notice to you if 5 days or more have been taken. A penalty notice of £60 could be imposed per pupil and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first class post. If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice. Once issued a penalty notice may only be withdrawn in the following circumstances:

- Proof has been established that the penalty notice has been issued to the wrong person.
- The notice ought not to have been issued e.g. where it has been issued outside the terms of the code of conduct or no offence has been committed.

This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine. Prosecutions are brought under S444 of the Education Act 1996.

Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.

Truancy Patrol

When a pupil comes to the notice of a Truancy Patrol, the pupil's pattern of school attendance is investigated. If there are unauthorised absences, a warning letter may be sent to the parent/carers.

Education Welfare can also commence legal proceeding against parents under section 444 Education Act 1996 or apply to family proceeding court for an ESO to secure regular attendance.

Failure to Ensure Regular School Attendance

Villiers Primary School hold regular attendance meetings in conjunction with the EWO, any parents whose children are identified as a cause for concern will be invited to attend and family support is offered. If there is no improvement in school attendance Villiers Primary School will refer to the EWO who work in partnership with school and parents in support of pupils who are failing to attend school on a regular basis.

Education Welfare may also prosecute parent / carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Education Welfare Officers. Prosecution may led to a criminal record.

Changing Schools

It is important that if families decide to send their child to a different school that they inform the school as soon as possible.

Pupils are expected to continue attending the school until admitted to a new school. If pupils do not attend during this period, the EWO will be notified.

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority Education Welfare.

Villiers Primary Schol will inform the Local Authority of any pupil who is going to be removed from the school roll for any of the 15 reasons given under Section 8 of the Education (Pupil Registration) Regulations 2006.

When removing a pupil's name, the notification to the local authority must include:

- (a) the full name of the pupil,
- (b) the full name and address of any parent with whom the pupil normally resides,
- (c) at least one telephone number of the parent,
- (d) the pupil's future address and destination school, if applicable, and
- (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register

This should be done by completing the local authority off registration form. The local authority should be notified in advance of the deletion.

In respect of Reception children who do not take up their allocated place schools should contact the parents to see if they still want the school place. If parents confirm they don't want the place, schools should not put the pupil on roll and notify school admissions.

Wolverhampton school admissions 01902 551122

Pupils Joining School

All schools must also notify the Local Authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. For schools that exchange their data with the LA, this will happen automatically. For schools that are unable to exchange their data, the notification form included in this pack will need to be completed and returned to LA Service Development Officer

Wolverhampton- attendanceandexclusions@wolverhampton.gov.uk

Children Missing in Education

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the LA before deleting the pupils' name from the register. Schools should use the Child Missing Education Enquiry Form (Appendix 9) to support this and it should be send it to attendanceandexclusion@wolverhampton.gov.uk.

L Westwood

Mrs. L. Westwood