

## WHOLE SCHOOL ATTENDANCE POLICY

### Rationale:

At Wray with Botton Endowed Primary School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

DfE guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

### Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels, including statutory targets.

### Rights, Roles and Responsibilities

We will develop a procedural framework which defines agreed roles and responsibilities for

- **Parents and carers**
- **Pupils**
- **School staff**
- **Governors**

to complement this policy, and identify how we will deliver our aims in respect of regular and punctual attendance.

This procedural framework will include guidance on

- Registration
- Punctuality
- What constitutes unauthorised absence
- Holidays in term time/extended leave.
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with the Pupil Attendance Support Team and the School Attendance Consultant.

- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

### **Leave of Absence**

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. At Wray with Botton Endowed Primary School the Governing Body will make the final decision about the authorisation of leave. From September 2016 the Governors took the decision that no leave of absence would be authorised for the purpose of Holidays during term time.

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the Headteacher and Governing Body considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request. Exceptional circumstances include:  
Family funeral  
Family wedding (not abroad)  
Graduation of immediate family  
Family holidays are not considered to be exceptional circumstances.

Additional information regarding leave of absence is included with the procedural framework.

### **Religious Absence**

The school will authorise one day 'leave' per religious festival, eg Eid, but no more than 3 days in any one academic year. Parents must request this leave in advance.

### **Use of Penalty Notices**

Wray with Botton Endowed Primary School may request that the Local Authority issue Penalty Notices in respect of unauthorised absence. This includes holidays which are taken without a prior request being made; and those taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised but the holiday been taken regardless of this advice. Wray with Botton Endowed Primary School may also request that the Local Authority issue a Penalty Notice for days taken in excess of the agreed period of leave; without good reason. Parents also risk losing their child's school place if they do not return from leave, as agreed, and readmission cannot be guaranteed.

### **Partnership Working**

Wray with Botton Endowed Primary School will work with the School Attendance Consultant and other members of the Local Authority Attendance Team, and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance.

### **Monitoring, Analysis, Action Planning**

Wray with Botton Endowed Primary School will use electronic systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

### **Persistent Absence**

The minimum attendance level which is expected of all primary aged pupils nationally is 95%. It is when attendance falls below this level that school will consider whether it is appropriate to offer support in order to improve the situation. Both local and central government pay particular attention to reducing the number of pupils who fall into the persistent absence category (PA). A pupil becomes a persistent absentee when their attendance falls below 85% at any point during the school year; whether the absences are authorised or unauthorised. When attendance nears this level children miss significant amounts of schooling; meaning that their educational progress is put at risk. We need parents' full support in ensuring that attendance does not reach this level. However, if for any reason a child's attendance does fall into this category parents will be asked to do all they can improve the situation.

Families will be supported in this via school's robust systems for managing PA. This support may involve the need for parents, and children of an appropriate age, to agree to a parenting contract. Due to the seriousness of PA status it is highly likely that such cases will be referred to Local Authority Attendance Team. Furthermore, the names of individual pupils who are classed as persistent absentees are reported to the Department for Education annually; along with whole school absence figures.

### **Monitoring the attendance of pupils who are educated off site**

The attendance of all pupils who are educated off site, or those who are dual registered, will be monitored in accordance with the procedures outlined within the procedural framework.

### **Review of Whole School Attendance Policy**

Wray with Botton Endowed Primary School will review this policy and the associated procedural framework annually.