



EXCEEDING EXPECTATIONS

ATTENDANCE COUNTS

**A Guide for Parents and Carers
September 2018/2019**



Attendance Matters and Counts

Introduction

At Warwick Road Primary School we are committed to providing the best education for each and every child, regardless of age, ability, gender, race or background. Parents/Carers, Staff and Governors work together to ensure maximum attendance is achieved at all times.

Children need to attend regularly in order to become established within the class and to become confident members of the school community. They need to be able to take full advantage of the curriculum offered and in order to do this they need to be in school. We need parents/carers support to ensure children attend school regularly and on time.

School is open to children 190 days per year and we expect that they attend for as much of that time as possible. However we do realise there are going to be times, mainly because of illness, when pupils will be absent.

This guidance aims to bring to parents/carers attention some of the points which we believe to be of the greatest importance. We hope it will help parents/carers understand school procedures and help us to work together to improve school attendance.

SESSION TIMES		
NURSERY	RECEPTION & KS1	KS2
8.45-11.45	8.45-11.30	8.45-12.30
12.15-3.15	12.30-3.15	1.30-3.15

Attendance Registers

At the start of the morning and afternoon sessions, a member of staff is required by law to complete the register. Lateness is also recorded in the register. All late arrivals are monitored on a weekly basis and will be discussed with parents if they occur regularly. Children with 5 or more late marks in the register will not be included in the 100% attendance rewards which take place termly and at the end of the school year.

Children arriving late to school must be accompanied by an adult and report to the office to register. The adult will need to explain why the child is late. A child coming to school late regularly misses out on the start of lessons, just 10 minutes late per day is equivalent to missing out one Literacy or Numeracy lesson per week.

Absence

If a child is absent from school, we expect the parent/carer to do the following:

- Before 9:00 inform the school of the absence and the reason why by telephone (01924 325344) or email (office.warwickroad@kirkleeseducation.uk)
- When the child returns to school provide a written note so that we can keep it on record.

Types of absence

Absences are recorded as being authorised or unauthorised.

Authorised Absence

This is an absence that school has prior knowledge of and accepts as being reasonable. These absences may include:

- Illness
- Visits to the Doctor's, Hospital or Dentist known in advance.
 - Parents are asked to make appointments out of school hours where possible.
 - Parents must provide evidence of medical appointments e.g. an appointment letter.
- Religious observance (in accordance with Kirklees LA guidance).

Unauthorised Absence

This is where the reason for the absence is unknown to the school, or the reason given is inappropriate. These absences may include:

- Medical reasons that are not accompanied with an explanation or note on return to school.
- Shopping or haircut.
- Sleeping in.
- Visiting relatives, attending weddings or trips to the airport.

Managing Medical Absence

Medical absence forms a large proportion of authorised absence, particularly at primary level. These guidelines may help to manage it as part of our schools attendance policy. Parents need to be aware that the school **will** respond to persistent medical absence.

- Only the Headteacher can authorise absence, not a parent.
- Broken weeks are of concern as it may be an indicator of family problems or child stress.

Term Time Extended Leave - Visits Abroad

Since September 2013 there have been changes in the legislation regarding taking term time holiday. It clearly stipulates that **NO FAMILY HOLIDAYS WILL BE AUTHORISED.**

If you take a holiday without the Head teacher's permission, or if your child fails to return on the agreed date, this will be recorded as an unauthorised absence i.e. truancy. The school also retain the right to remove your child from the school roll should you fail to adhere with the school policy.

Government legislation, introduced to reduce absences from school, means that Kirklees Council can issue penalty notices of £60 per parent/carer per child if the parent/carer does not take action to improve their child's attendance. If the penalty notice is not paid within 21 days it rises to £120.

Penalty notices will be issued if:

- Your child is truanting
- Your child is persistently absent or late
- You take your child on holiday during term time without the Headteacher's permission
- You delay your return from an authorised leave of absence without prior school permission

The Kirklees Code of Conduct also allows for the prosecution of parents where unauthorised leave of absence in term time continues to be taken, despite previous penalty notices having been issued or a pattern of unauthorised absence being apparent.

Issues to Consider...

Family holidays should always be arranged during school holidays.

October half-term (1 week)	Easter Holiday (2 weeks)
Christmas Holiday (2 weeks)	Spring Bank half-term (1 week)
February half-term (1 week)	Summer Holiday (6 weeks)

There are times during the school year that will disrupt education significantly more than others. You need to consider and avoid:

- Beginning of the school year
- The first year of school
- Absence in Year 2 and Year 6 before and during SATs (May)

What You Need to Do...

If there are extenuating circumstances and you need to take your child out of school then please make an appointment to see the school's Attendance Officer (Mrs Chhibda). You will need to complete a form which is available from the office. ***This must be done before booking your trip and preferably at least 4 weeks in advance.*** The Head teacher will then inform you of her decision.

Monitoring Attendance

The attendance registers are monitored weekly to see if any patterns of absence are emerging. A text message will be sent to parents/carers following a child's absence where no reason has been given. It is normal school procedure to telephone a child's home if absent from school and if we have concerns about any unauthorised absences.

Each week we check the attendance records of each class as well as the whole school. A chart is displayed in assembly for the pupils to see how well their class has attended. A prize is given to classes for achieving 100% attendance in a week and for the best attendance each term. Children are individually rewarded each term if they achieve 100% attendance; a reward is also given to children who have made a marked improvement in their attendance. Please see the school website for attendance rewards.

The Role of the Attendance & Pupil Support Officer (APSO)

Ms Catherine Henderson is our Attendance & Pupil Support Officer (APSO) who visits the school regularly to monitor attendance. We are required to inform her if there are any concerns about a child's attendance.

If a child has 10 or more unauthorised absences and/or if a child's attendance level falls below 90% during a term the APSO will contact parents and arrange a visit in order to discuss a sensible way forward to overcome any attendance difficulties.

If you have any concerns about your child's attendance, or would like more information please do not hesitate to contact the school.

September 2018