



WESTCROFT  
SCHOOL

---

Realise your potential



**WOLVERHAMPTON**  
**VOCATIONAL TRAINING CENTRE**

ATTENDANCE & PUNCTUALITY POLICY

DATE: SEPTEMBER 2023

REVIEW: SEPTEMBER 2024

POLICY NAME: ATTENDANCE & PUNCTUALITY POLICY

POLICY DATE: SEPTEMBER 2023

REVIEW DATE: SEPTEMBER 2024

Signed: \_\_\_\_\_ Head Teacher

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

# **Attendance and punctuality policy**

## **Aims**

1. To comply with the legal requirements of the Education Act 1996
2. To comply with new legislation introduced September 2013
3. To monitor and identify patterns in individual children's attendance and punctuality throughout the year, pinpointing irregularities and cause for concern.
4. To endeavour to provide support and guidance where appropriate to improve children's attendance and punctuality.
5. To provide information on which to base target setting for future attendance returns.
6. To provide evidence and information for reporting to Parents/Carers, Local Governing body, LA and DFE.
7. To ensure each child has full access to all areas of the curriculum and the education they are entitled to.
8. To improve attendance to a minimum of 95% and reduce lateness

## **Whole School Involvement**

All staff have some involvement in the implementation of this policy.

## **The Legal Position**

Under section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their child of compulsory school age receives full-time education that is suitable to the child's age, ability and aptitude.

Compulsory school age is defined as beginning from the term in which a child turns five. Prosecutions are brought under S440 of the Education Act 1996.

Registers are STATUTORY LEGAL DOCUMENTS, which must be completed accurately by a member of teaching staff. Attendance registers are taken twice a day: at the start of the morning session and afternoon sessions.

Instructions for completing registers must be followed. The office staff will find out the reason for absences and enter the correct code.

## **Absences**

Absences can only be authorised once the Assistant Head for Health and Well Being or Head Teacher/Centre Manager are satisfied that an acceptable explanation has been provided by parent/carer regarding the absence. It is important that absences can only be authorised by the school and not by the parent/carer.

If a member of staff is in doubt about whether an absence should be authorised, then this should be referred to the Assistant Head for Health and Well Being

If a valid reason is given verbally or in writing by a Parent/Carer then the absence may be authorised. If the reason is unacceptable or not validated then it should be referred to the Assistant Head for Health and Well Being to investigate further.

Marking the school register with a, N, is acceptable until the absence is clarified, but this should be removed within two weeks of the absence. Unauthorised absence should be recorded if no reason is supplied.

### **Procedures for Authorising Absence**

1. Parents are required to contact school before 9.30am on the first day of absence to confirm the reason of absence and its likely duration.
2. If a child is not in school and no reason for absence has been supplied, parents are contacted to clarify the reason for absence.
3. Parents who routinely fail to make contact with the school will have all absences unauthorised
4. If an absent child is subject to a Child Protection Plan or is a Child in Need the Assistant Head for Health and Well Being should be informed.

### **Acceptable Reason for Absence**

1. Illness (evidence will be asked for if attendance is below 93%)
2. Days agreed by school as Religious observance
3. Days agreed by school as leave of absence
4. Medical appointments

### **Unacceptable Reasons for Absence**

1. Truancy ( absence without knowledge of Parents/Carers)
2. Minding the House
3. Shopping/running errands (e.g. buying new shoes clothes)
4. Looking after sick relatives
5. Looking after brothers or sisters
6. School clothing in the wash
7. Oversleeping
8. Head lice
9. Birthday
10. Parent's illness
11. Children in another school on an Inset Day
12. Last day of term
13. Child tells the parent/carer that they do not want to go to
14. Translating for family member/ friend
15. Any other reason that the head teacher deems unacceptable

### **Leave During Term Time**

New legislation introduced in September 2013 states that parents do not have the right to take their child(ren) out of school during term time. Parents can be fined for taking their child(ren) out of school during term time except in exceptional circumstances. By law you must ask permission for your child to miss school. If you don't, you risk being served with a

penalty notice from the local authority. We would actively discourage parents and carers from taking children out of school during term time. However, we understand that having a holiday is important to our families and that often due to the SEND of our pupils taking a holiday at peak times/busy times can be a stressful for our pupils. It is recognised that absence from School directly impacts learning and if a child's absence is below 95% we will not agree to leave.

Special requests for leave of absence during term time should be made to the Head Teacher/Centre Manager. Parents have no entitlement to leave of absence and it can only be authorised by the Head Teacher/Centre Manager, they will only authorise up to 10 days in any academic year.

### **Monitoring Attendance**

1. All children's attendance figures will be printed weekly
2. Office staff and Assistant Head Teacher for Health Well Being will meet fortnightly to analyse attendance patterns.
3. Individual and whole school attendance, punctuality figures discussed and ways forward suggested will be discussed termly
4. Children causing concern will be discussed along with actions taken and progress towards targets.
5. All parents receive a letter if attendance falls below 95.
6. Children with attendance less than 95% are identified as causing concern
7. Children who are regularly late are also identified as causing concern

### **Procedures for when attendance is causing concern**

1. If at the attendance meeting, the child's attendance/punctuality continues to cause concern. Parents/carers are invited to attend an attendance/punctuality meeting in school where a Parenting Contract or EHA (Early Help Assessment) will be offered
2. The pupils attendance/punctuality will be monitored until it is no longer a concern
3. Regular meeting within SLT will discuss attendance issues and advice sort on appropriate action. (Not applicable to WVTC)
4. If a child's absence remains a cause of concern and after intervention by the school which will include unauthorised absences then a referral to the Vulnerable Young Persons Team may be made. (Not applicable to WVTC)
5. If parents/carers fail to attend meetings to discuss attendance issues and attendance or punctuality does not improve within a specific time a Penalty Notice could be served. (Not applicable to WVTC)
6. Further absence or lateness could result in further court action and a custodial sentence (Not applicable to WVTC)

### **Lateness**

Lateness in attending school is an unauthorised absence. The school day begins at 8.45am. Children who are late must enter via the school reception. These children will be recorded as late. Where a child is consistently late over a number of weeks, parents will receive a letter asking why their child is late and ask for cooperation in rectifying the situation. If punctuality issues continue parents will be asked to attend a meeting with the Assistant Head Teacher for Health Well Being

## **Celebrating Good Attendance**

1. Attendance certificates and prizes are awarded termly by the school in assemblies.
2. Class teachers are encouraged to praise individual and class attendance regularly.
3. Assistant Head for Health and Well Being will regularly report attendance to other school staff to raise awareness and encourage good attendance.

## **Setting Targets**

The Local Authority sets target for all schools based upon past performance and national expectations. However, the DfE and OFSTED have specific targets which place schools into national categories and tables which will be published for parental scrutiny each year.

## **Race Equality & Equal Opportunities**

All children have equal access to a full education regardless of their gender, nationality, disability or ability. We are committed to providing a safe and happy school free from racist intimidation or harassment of any kind and for all our children to achieve their full potential.

## **Reporting Attendance**

Attendance is reported to pupil and parents in a variety of ways:

1. Annually via an attendance report presented at the EHCP review
2. Attendance issues will be addressed by staff during parent evenings.
3. Through ongoing intervention throughout the year.
4. Letters sent home for under 95% attendance.

Information is transferred to other schools by way of

1. Electronic data systems
2. Common Transfer forms
3. National Curriculum assessment records
4. Passing on of annual reports

The school is required to make attendance returns to the DfE and the LA

## **Roles and Responsibilities**

The Head Teacher/Centre Manager should:

1. Ensure legal requirements are being met with regard to attendance and punctuality
2. Be responsible for the operational management of the attendance policy
3. Review policy and procedures at least annually with all staff
4. Discuss attendance and punctuality with new Parents/Carers and children
5. Analyse authorised and unauthorised absence regularly with Assistant Head for Health and Well Being to discuss any attendance issues
6. Reward and celebrate good attendance
7. Make the school Attendance and Punctuality Policy available to parents

The Local Governing Body should:

1. Know and understand the schools policy and procedures for absence and lateness
2. Monitor attendance figures through EHTs termly report

Assistant Head Teacher for Health Well Being:

1. Monitor individual attendance and lateness daily, identifying any patterns and absences
2. Liaise with the SLT regarding absence and lateness
3. Produce reports for the Executive Head Teacher and Governors summarising individual and whole school attendance.
4. Communicate with Parents/Carers on attendance and punctuality
5. Record and store contact with parents in an appropriate manner
6. Follow up data and reports with regard to less than 95% attendance
7. Follow up poor punctuality and communicate with parents and children to identify solutions
8. Update attendance tracker.

Teachers/Instructors should:

1. Ensure that registers are completed in accordance with Attendance and Punctuality procedures.
2. Date any written letters received from parents and send to office
3. Raise any concerns regarding attendance or lateness with Assistant Head Teacher for Health Well Being
4. Complete register by 9.00am and 1.30pm.

Parents and Carers should:

1. Ensure children attend school regularly and on time every day.
2. Contact school on the child's first day of absence.
3. Inform school of any changes in family circumstances particularly new addresses or telephone numbers