



**'Laying the Foundations for Life'**

**OFSTED 2015** *'...behaviour and safety of the children is outstanding, characterised by exemplary conduct around the school and attentive listening.'*

## **Stockton Wood Primary School Attendance Policy**

### **2021**

This is a successful and happy school and your child plays their part in making it so. However, for our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

**This year there may be times when children have to self-isolate due to COVID 19. We understand this and will support families and children at these times. It is therefore vital to ensure children attend school every other day.**

#### **Why Regular Attendance is so important:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

#### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff and community.

#### **To help us all to focus on this we will:**

- Give you details on attendance in our newsletters and our half termly 'Road Map' letters;
- Report to you at least termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by rewarding individual and class achievements;
- Reward good or improving attendance through certificates, prizes and events.
- Offer support to families from our Inclusion Officer, Educational Welfare Officer and School Family Support Service.

#### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. (We do ask families to make medical and dental appointments outside of the school day).

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. If your child is reluctant to attend, it is essential that you talk to us and together we can encourage attendance. We have lots of people who can help – our Inclusion Officer, Educational Welfare Office and our School Family Support Service.

#### **Absence Procedures:**

##### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence. Tel: 0151 486 1778
- After 3 days, medical evidence should be provided for the absence to be authorised.

##### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you.
- Visit your home if we have not heard from you.
- Invite you to discuss the matter with our school Inclusion Officer, Sheila Smith and offer support and guidance, if absence persists.
- Refer the matter to the Pupil Attendance & Education Welfare Officer if absence persists.
- Invite you in to discuss the situation with the Headteacher and or Governors if absence persists.

#### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Do help us to help you and your child by making sure we always have an up to date number.

#### **The Education Welfare Officer:**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.

If difficulties cannot be sorted out in this way, the school may refer the child to the Pupil Attendance & Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Alternatively, parents or children may wish to contact the PAEWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

#### **Safeguarding**

**Children missing from school will also be regarded as a safeguarding matter. If we cannot contact families when children are absent we may contact Liverpool Social Services or the Police to help us locate a missing child to ensure that they are safe and well.**

## Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they will miss the beginning of their lesson, vital information and explanations from their teacher and news for the day. Late arriving pupils also disrupt lessons and can be embarrassing for the child. Lateness can also lead to absence.

### How we manage lateness:

The school day usually starts at **8.55am** and we expect your child to be in at that time.

The COVID Safe procedures set out our current temporary staggered start times for each year group. We will return to our usual start time of 8.55am as soon as possible.

Registers are marked by **9.15** and your child will receive a late mark if they are not in by that time.

At **9.45am** the registers will be closed – in accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be present on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This means that you may face the possibility of a Penalty Notice if the problem persists.

In the afternoon your child must be in school for **1.10pm** (Infant classes) and **1.25pm** (Junior Classes). The registers will be closed again at **1.45pm** and again arrival after this time will be treated as an unauthorised absence.

If your child has a persistent late record you will be asked to meet with the Inclusion Officer and Educational Welfare Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

## Holidays

**The current legislation states that families should not take holidays during school terms. Holidays are not authorised by the school during term time. In the event of a family taking a holiday during term time Penalty Notices and fines will be issued by the Local Authority of Liverpool.**

## School target

We would like our children to achieve 100% attendance but sometimes due to illness this is not possible therefore we have a target of 97% for all children.

**Children with attendance below 95% give us cause for concern.** Remember:

- children with attendance of **85%** have missed **30 days of school** that means 30 missed English and Maths lessons!
- children with attendance of **90%** have missed **20 days of school** that means 20 missed English and Maths lessons!
- 100% attendance means no missed lessons!

**The following members of staff have responsibility for ensuring our children come to school every day:**

Class teachers  
Inclusion Officer/Learning Mentor Sheila Smith  
Pupil Administration Officer Lesley Stevens  
Educational Welfare Officer  
Head and Deputy Head teacher

**Summary:** The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. The School staff is committed to working with parents as the best way to ensure as high a level of attendance as possible.

Help us to 'Lay the Foundations for Life' and develop the habit of good attendance and punctuality. Help our children to have the best attendance in Speke and show our City that our community values education and wants our children to be the best they can be!

**Review date October 2022**