

# Willow Tree Primary School



## Attendance Policy

### Rationale

At Willow Tree Primary School we believe that good attendance helps children to develop their full potential and is essential for learning, happiness and making friends. We work with children and their families to ensure that they comply with attendance regulations.

### Purposes

1. To ensure the legal requirements under registration regulations for attendance at school are complied with.
2. To ensure school, parents and children work together to ensure good attendance.
3. To assist us to safeguard children in our care.

### Guidelines

1. Registers will be marked in accordance with North Yorkshire County Council Policy.
2. Registration is at 8.40am (Years 1,4 and 5) and 8.50am (Years R, 2, 3 and 6) each morning and the registers are closed at 9.25am. Children arriving 'late' after this time will be marked as having an unauthorised absence.
3. We request that parents inform the school by phone or e-mail if their child is unable to attend school. If a child is absent and we have not received a reason parents will be contacted by phone or text to ascertain that the children are safe and to be given a reason for absence. If no answer or response has been received by 10a.m then other emergency contacts are rung.
4. Absence will be authorised in the case of illness, medical appointments, attendance at religious festivals and exceptional circumstances (headteacher's decision)
5. All other absences fall into the category of unauthorised absences.
6. Where there is a pattern of unexplained absence or lateness the school will inform the Early Help Service or the attendance team at NYCC. He/she will also be contacted if there has been a period of unexplained absence over 5 days in length.
7. We would co-operate with NYCC should legal action be required.
8. Both authorised and unauthorised absence are supplied termly to the DFE. Individual children's absences are also recorded on their annual report.
9. Information about the importance of attendance and legitimate reasons for absence are given on a regular basis to parents.

### Persistent Absentees

All long term or persistent absences whether they are authorised or unauthorised are followed up by the school and an action plan instigated to bring the level of absence down. Attendance is checked on the first day of every half term to identify those on track to becoming Persistent Absentees (less than 90% attendance).

The following members of staff work with children to encourage good attendance:

- Pupils with 90%- 95% attendance – class teachers and office staff
- Pupils with 85%-90% attendance – Referred to Head teacher

- Pupils with 85% or less attendance – involvement of Early Help Service

The Early Help Service is contacted to work with the families of children at these levels of absence and families of the children near to this number of absences to avoid them becoming PAs.

Parents are kept informed if their child is likely to become a PA and provided with details of absence figures throughout the year. Regular checking of registers informs this procedure.

### **Additional Guidelines**

In cases when a child is taking repeated days off for medical reasons or absence is over a number of days it may be appropriate to ask for contact with GP or ask if parents would like a referral to the Healthy Child Team if there are health concerns.

Leave of Absence in cases other than above are dealt with in the Leave of Absence in term time Policy.

### **Conclusion**

This policy will be judged to be effective if:

- All absences are recorded formally and correctly.
- Attendance is in line with or better than the national average.

Review date: September 2021

Next Review Due: September 2023