

Westwood Park Community Primary School Attendance & Punctuality Policy



Policy – Behaviour Management

Dream, believe, achieve together.

Persons with Responsibility

All stakeholders

Linked Policies

Anti bullying policy
Procedure for dealing with racist incidents.
Equal Opportunities
Health and Safety
PSHCE
Inclusion
Positive Handling/Restrictive Physical Intervention
Young Carers
Allegations Against Staff
Whistleblowing

Next Review: September 2026

Westwood Park Community Primary School

Attendance & Punctuality Policy

Attendance Lead **Angela Lamb**

Attendance Governor **Catherine Collier**

Partnership Attendance Champion – Sara Walker

Westwood Park Community Primary School believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil.

Every child of compulsory school age is entitled to receive quality full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Westwood Park Community Primary School will endeavour to work alongside parents/carers, local community and the Local Authority School Attendance Team.

Maintaining a high profile for attendance and punctuality

Westwood Park Community Primary School aims to achieve a minimum 95% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records through class registers and CPOMS
- Maintaining clear procedures for recording lateness
- Raise awareness of attendance issues at learner reviews and new intake meetings
- Ensuring unauthorised absences are dealt with promptly
- Celebrating children in school 'all day, every day' with rewards such as termly badges, annual prize giving for 100% attendance for the whole year (medical appointments taken into account).
- Applying the Whole School Attendance Policy consistently and reviewing annually
- All new initiatives ratified by Governors
- To continue to promote attendance with the support of the Attendance Officer
- Consideration to be given to the completion of an Early Help Assessment and/or signposting of support available to families

Roles and Responsibilities

Of the school

- School attendance is a whole school approach
- To ensure the strategies of the school attendance policy are adhered to by all staff
- To inform parents/carers when school attendance or punctuality becomes a cause for concern
- To adhere to the Prevent Duty, the Children & Families Officer are obliged to notify the Local Authority if a family are visiting a country considered to be a high risk for terrorism
- The Children & Families Officer is also obliged to refer to Children's Services any pupil they suspect is being taken out of school to undergo FGM (Female Genital Mutilation)
- After 3 consecutive days of unexplained absence, the Children & Families Officer will either:
 - Visit the family home

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- Contact the Attendance Officer
- Inform Children's Services
- Request a welfare check by the police
- Offer of support to be made available

Of the School Governor for school attendance

- To liaise with the school's Children & Families Officer
- To ensure attendance report is shared at governors' meetings
- To review attendance data/information
- To attend meetings with Children & Families Officer/AO /parents and carers as needed

Of the pupils

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers
- Child Friendly Attendance Policy in collaboration with School Council
- Children kept informed on a weekly basis through school assemblies

Of the parents/carers

- Parents/carers must:
 - read and sign home school agreement
 - ensure that their children achieve a minimum attendance figure over 95%
 - ensure that their children arrive at school promptly – 8.40am
 - contact school before 8.40am to report their child's absence
 - ensure that non-emergency medical appointments, i.e. dental check-ups, are made outside of school hours
 - keep contact details up to date
 - ensure a leave of absence during term time is requested in writing to the Children & Families Officer. Parents/carers should fully complete the request form stating the following:
 - First date of absence
 - Date of return to school
 - Number of days
 - Destination
 - Parent/Carer signature and date
 - Contact details, if different to those held in school
 - Any exceptional circumstances
 - Family holidays should be taken out of term time
 - Keep school up to date with:
 - home, work and mobile contact numbers
 - home addresses
 - e-mail addresses
 - two additional contacts for emergency purposes, including phone numbers and home addresses
 - any additional information school needs to be aware of

Of the Local Education Authority

- The Local Authority will provide consultation and support with school for those children with attendance below 95%. This could include:
 - advice on penalty notices

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- attendance panel meetings
- fast track to prosecution
- truancy initiatives which includes unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality
- Analysis of school and pupil data

Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the Admin. Clerk and involves inputting data on a daily basis.
- Registration is the responsibility of the class teacher/learning support assistant, in the teacher's absence, and involves each pupil arriving at school before 9.00am.
- School doors open at 8.40am and close at 9.00am.
- Parents/carers who bring their children to school late will be expected to wait with their child in the reception area until 9.15am. This will limit the disruption to lessons when children arrive late into class. Parents/carers are expected to give a reason for late arrival.
- Any child arriving after 9.30am will receive a U code which is an unauthorised absence.
- The office staff send a message shortly after 9.30am each morning to those parents/carers whose children are absent.
- A phone call is made after 10.30am if school has not received a response to the app message. If no response is received this will automatically be recorded as an unauthorised absence.
- The Children & Families Officer, will speak to the parents/carers of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family. If the problem continues a letter will be sent home and the Attendance Officer will be notified at one of the regular meetings with the Children & Families Officer.
- Problems relating to a pupil's attendance will be addressed by the Children & Families Officer approaching the parents/carers informally in the first instance but will be discussed with the Attendance Officer at their regular consultation meetings.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Attendance Team.
- Communicating the attendance policy to parents/carer will be undertaken regularly.
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Attendance and Punctuality

- Christ Church C.E., Lark Hill and Lewis Street Primary Schools value good attendance and punctuality. In order that every child has the opportunity to reach his/her potential regular school attendance is a necessity. The Executive Headteacher will decide if absence is authorised/unauthorised in accordance with our policy.
- For religious observance, we will follow Local Authority guidelines. If Eid falls on a Saturday or Sunday, children will be expected to be in school on the Monday.
- Absences will not be authorised prior to Y6 SATS.
- School absences will not be authorised on the day before a school holiday and the day of return, this includes bank holidays, unless there are exceptional circumstances.
- For morris dancing championships 1 day a year will be authorised as long as the parental request is supported by a letter from the morris dancing trainer on official headed paper (this does not include siblings).
- Sporting events such as football academy matches will be authorised at the discretion of the Executive Headteacher after a formal request has been made by the trainer or club.

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- Any unauthorised absences will be automatically reported to the Attendance Officer and a Penalty Warning Notice will be issued.
- Wherever possible, please provide medical evidence eg, appointment card/letter, hospital letter, prescribed medication, otherwise absences may not be authorised. If your child is absent through illness, please contact school each day of the illness to keep them updated.
- Incentives/Rewards: Certificates, weekly attendance awards, punctuality trophy, termly rewards for children with 100% attendance and punctuality and 100% attendance prize at the end of the year. The school also has 'Chat and Play' providing skills based fun activities for the children from 8.40am to encourage them to be punctual.
- Opportunities for informal contact: Building good relationships with families is achieved by the meeting and greeting of families in the morning by the Executive Headteacher/Head of School and Children & Families Officer.

Persistent and Severe Absence (See Appendix 1)

Identified for 2023/24 as one of school's key priorities.

Persistent Absence – below 90%

Severe Absence – below 50%

School and supporting agencies will endeavour to support families holistically to improve attendance by tracking pupil attendance weekly and identifying patterns early and by discussions with parents/carers (and children where appropriate).

Legal Intervention (See Appendix 2)

Will only be considered as a final resort if all other interventions/support have failed or are not deemed appropriate.

National Framework for Penalty Notices (See Appendix 3)

From 19th August 2024, the fine for school absences across the country will be £160 discounted to £80 if paid within 21 days, or £160 if paid within 28 days. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160 with no discount given for early repayment. 1. The first time a penalty notice is issued for unauthorised absence the amount will be £160 per parent, per child, discounted to £80 if paid within 21 days. 2. The second time a penalty notice is issued for unauthorised absence (within 3 years) the amount will be £160 per parent, per child, paid within 28 days. Any term time holidays that are taken after the start of the 2024/25 academic year will be treated under the new Legislation as the new rules apply to any offences committed from 19 August 2024, regardless of when the holiday is booked.

Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

For more information please see the following:

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

[School attendance and absence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/school-attendance-and-absence)

Monitoring and Evaluation

Westwood Park Community Primary School

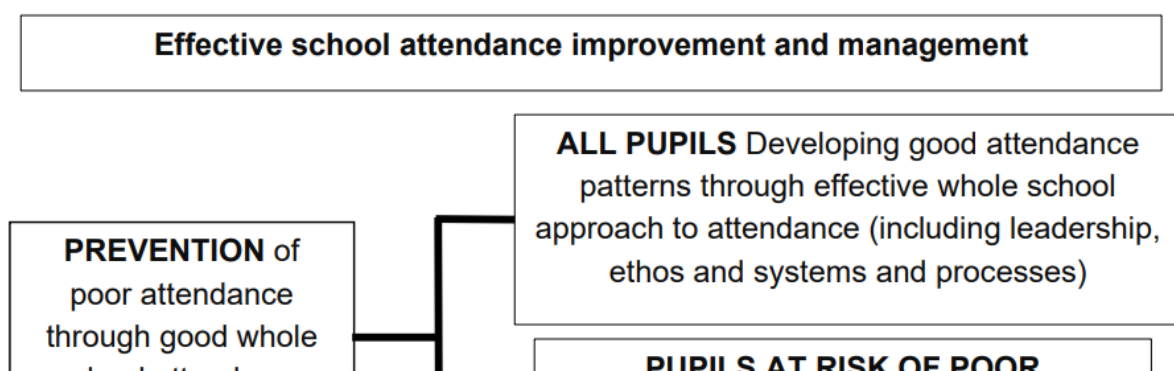
Attendance & Punctuality Policy

- Westwood Community Primary School will evaluate the effectiveness of its strategies by:
 - weekly monitoring of attendance through SIMS
 - fortnightly consultation with the Attendance Officer
 - the opening and closing of referrals to the Attendance Team
 - planning and evaluating initiatives
 - annual review of this policy
- Reporting to CME (Children Missing Education)

We have a legal obligation to report to the Local Authority any child as missing from education, for example, child not attended school due to moving out of the authority and school has not been given a new home address, and school if possible.
- Cluster schools

We at Westwood Park Community Primary School work together with our cluster of schools in Eccles to have a joined-up approach to school attendance. This cluster of schools adopts the same Attendance & Punctuality Policy and procedures, for example authorisation of Morris Dancing competitions.

APPENDIX 1



Westwood Park Community Primary School

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APPENDIX 2

FORMAL
SUPPORT

STATUTORY
CHILDREN'S SOCIAL
CARE INVOLVEMENT

Where there are
safeguarding concerns
and an Education

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Appendix 3

Important information for Parents, changes as of 19th August 2024 to the issue of Penalty Notices for Non-School attendance.

Dear Parent,

Westwood Park Community Primary School

Attendance & Punctuality Policy

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024 No. 210

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to non school attendance. The following changes will come into force for penalty notice fines issued after 19th August 2024.

New National Threshold

There will be a single National Threshold for when a penalty notice must be considered by all schools in England and Wales of 10 sessions of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of any type of unauthorised absence.

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Salford local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.