

## Nunnery Wood Primary School (NWPS) Attendance Policy

### Introduction

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. NWPS seeks to ensure that all its pupils receive an education, suitable to their age, aptitude and ability.

This policy is intended to ensure every child's regular and punctual attendance at this school. We strive to work in partnership with parents/carers to give every child the opportunity to develop to their maximum potential academically, socially and emotionally.

We would always encourage children to strive for 100% attendance by attending every day the school is open for instruction, providing they are fit and well enough to do so. In order to support this, we adopt a whole school approach to attendance.

### Aims

- To ensure good levels of attendance for all children
- To raise awareness of the importance of good attendance and punctuality for all children
- To promote positive and welcoming provision in which children feel safe, secure and valued
- To ensure attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- To ensure that all parents/carers are aware of the processes to follow in relation to absence from school or in the event of lateness

### Roles and Responsibilities

#### **Governors**

- To set and monitor progress towards annual targets for attendance, in consultation with the Head Teacher
- To evaluate the effectiveness of the Attendance Policy
- To compare attendance rates at the school with national benchmarks

#### **School/Attendance and Family Liaison Co-Ordinator**

- To ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance patterns
- To monitor individual pupil, group and whole school attendance and punctuality
- To work in partnership with key agencies in cases where attendance and/or punctuality becomes a concern
- To contact with parents/carers regarding any concerns about their child's attendance. (This may be by telephone, face to face and/or in writing)
- Take appropriate action regarding attendance and punctuality
- To offer support to parents/carers experiencing difficulties that affect children's attendance
- To support parents/carers to fulfil their legal duty to promote regular attendance

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**Attendance and Family Liaison Co-ordinator – Nunnery Wood Primary School  
February 2024**

- To refer the child/family to appropriate agencies and/or the Local Authority when necessary
- To review and update the attendance policy

### Parents/Carers

- To ensure regular and punctual attendance.  
***Children in Oak and Willow are welcomed into school at 8.40am with lessons starting promptly. Children in all other classes are welcomed into the school at 8.35am and lessons start promptly at 8.40am.***  
The school day ends at 3.10pm for children in Oak and Willow and 3.15pm for the rest of the school. We expect all children to be on time to start their day and to be collected promptly at the end of the day as School staff are not always available to stay after school with your children as they often have other work commitments
- If a child arrives after 8.40am we expect the parent/carer to bring their child to the office, where they must sign them in, giving the reason for lateness; this will be recorded as an official late, 'L' in the register
- Any child arriving after 9am will receive an absent mark for the whole of the morning session using either code 'U' or 'M' if the child has attended a medical appointment. Statistically, lateness marked 'U' counts as unauthorised absence
- ***To contact the school office on the morning of the first day of absence to give a reason for the absence and suggest a likely return date. If the child doesn't come back to school before or on the suggested return date, parent/carer must contact the school office to explain why they are still absent and suggest another return date.***

#### ***Non-urgent Medical/Dental Appointments***

- Where possible, to arrange all non-urgent medical appointments out of school hours. Where this is not possible, advance notice should be given and parents/carers must sign the child out at the school office, and sign back in again upon return.
- ***Leave of absence for holidays in Term Time***  
Regulations came into force on September 1<sup>st</sup> 2013 which makes it clear that Head Teachers are not permitted to grant leave of absence during term time unless there are exceptional circumstances. There are very strict guidelines determining what constitutes exceptional circumstances and even in such circumstances, the head teacher does not have to authorise the absence. ***Family holidays in term time do not count as exceptional circumstances.***
- If parents/carers want their child to have leave of absence during term time, the request must be put in writing to the Head Teacher at least 4 weeks before the required leave date. The request will not be granted unless the Head Teacher, taking account of statutory guidance, deems the circumstances for making the request to be exceptional. If the leave is not granted but still taken, the pupil's absence will be marked as unauthorised which ***may*** lead to a referral being made to the Local Authority, requesting a Fixed Penalty Notice is issued.
- Each request will be considered on an individual basis.

#### ***Other Absence***

- Other absence from school will be considered on an individual basis and a decision will be made whether to authorise the absence.

### Authorised or Unauthorised Absence

- **"Authorised"** absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical and dental appointments where proof is available
- Days of religious observance, within certain parameters
- Fixed term suspension
- Permanent exclusion until removed from roll or re-instated
- Traveller absence

All other absence must be regarded as **"unauthorised"**.

### Monitoring and Evaluation

- Registers are checked on a daily basis in order to identify any absentees. If a child is absent and no reason has been provided for the absence by their parent/carer, a member of the admin team will;
  - Send a text to the parent/carer asking them to contact school that day, to explain the reason for absence
- Attendance data is collected weekly to establish patterns of irregular attendance. This includes cases where there may be:
  - Persistent Absence
  - Incomplete weeks
  - Monday and Friday absences
  - Lateness
  - Periods of extended absence
  - Periods of "unauthorised" absence
  - Periods of absence for leave taken in term time

The Head Teacher and the Attendance and Family Liaison Co-Ordinator meet regularly to discuss attendance and punctuality of all children at the school and will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance at least annually. They will ensure the Governors are kept informed of the whole school's attendance percentage.

The Governors and the Head Teacher will set an annual target of attendance and review this annually at its first meeting. The attendance target for Academic year 2023/2024 is 95%.

We have an attendance leaflet for parents/carers on our website  
[www.nunnerywoodprimary.co.uk](http://www.nunnerywoodprimary.co.uk).