



## Attendance Policy

<b>This policy will be reviewed annually</b>
Policy: July 2019 BY SMT
Next review: July 2020 by SMT

### **Applies to:**

This policy applies to all children in the school including those in EYFS

### **Introduction**

At WCPS we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your child, and we look to you to support this objective. All children are required to be in school by 8.50am. The school day ends at 3.15pm or 3.30pm depending on the year group of the child, although many children remain later to take part in extra-curricular activities under the supervision of a member of staff. Pupils are normally expected to leave at 4.30pm.

Children are not allowed to leave the site during the school day, unless accompanied by a member of staff, for an educational visit or a sporting fixture, the dates of which will have been notified to you in advance.

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

The School Administrator/ Registrar is responsible for making sure the school keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day. An attendance record is also kept of children in the Early Years Foundation Stage (EYFS). This register will also indicate whether an absence was authorised or unauthorised. The School Administrator also ensures that a compliant admissions register is also kept.

### **Definitions**

#### ***Authorised absence***

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this is unlikely to be an authorised absence.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without good reason, even with the support of a parent.

### **If a child is absent**

- When a child is absent unexpectedly, the class teacher will record the absence in the register and will inform the school office.

Following a concern for a missing child, the school office will:

- Make the necessary checks to assess whether the absence is expected or recorded. These checks will include contact with the pupil's teachers, the medical room and all lists of trips out of school.

If the pupil is still found to be missing, the school office will immediately inform the Head teacher and, as appropriate, the following steps will be taken:

- Contact the pupil's family and friends
  - Initiate and oversee a search of the school site.
  - Co-ordinate a search over the school grounds.
  - Contact external agencies as appropriate.
  - Advise all teachers that they must immediately inform her if the pupil appears.
  - Organise a member of staff to visit the pupil's home.
- When the child returns to school, a note or email should be brought / sent from a parent or guardian to explain the absence. This is then placed in the child's personal file.
- A note may be sent to the school prior to the day of absence e.g. if a child has a medical appointment.

### **Requests for leave of absence**

- Children need to be in school for all sessions so that they can make the most progress possible. You should not book holidays during term time unless absolutely necessary as even two or three days away can impede not only your child's progress but that of the rest of the class. In exceptional and unavoidable circumstances, the Head Teacher's permission must be sought **before** you make any booking or arrangements. Parents must complete an absence request form at least two weeks prior to the proposed dates of absence. Any evidence to support your request should be supplied when you submit the form.

The Head Teacher's decision is final and it should be noted that attendance is provided on reports to future schools. Any absence that has not been sought by completing an absence request form will be recorded as unauthorised.

### **Long-term Absence**

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

### **Repeated Unauthorised Absences**

- The school will contact the parent of any child who has an unauthorised absence.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the circumstances preventing the child from attending school.

## **Sickness**

If your son is unwell and unable to attend school you must notify the school office as soon as possible and on each day that your son is absent. If your son has been unwell with vomiting and/or diarrhoea they must remain absent for at least 48 after the last episode of vomiting and/or diarrhoea.

## **CME – Children Missing Education**

The school is required by the new CME guidance 2016 to inform the local authority within 5 days of adding a child's name to the admission register at a non-standard transition point. This statutory guidance also requires WCPS to notify Merton LA about all admissions at standard admission points. This is done through a secure portal to LA.

The school will inform Merton LA if a child comes off school roll by or on the date on which they are taken off roll. The school will carry out reasonable checks to establish where the child is moving to and pass this information onto the LA. The school will seek advice from the LA should this information not be available.

See also Missing Child policy for procedure to be followed if a child is absent from school and no information is received from parents.

## **Monitoring and Review**

- It is the responsibility of the Head Teacher to monitor overall attendance.
- The Head Teacher will examine attendance information and seek to ensure that the School attendance figures are as high as they should be.
- The school keeps attendance records for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way.
- If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head Teacher who will contact the parents.