



Attendance Policy

Policy Version Control	
Policy type	Attendance Policy
Policy prepared by (name and designation)	Zoe Beach-Executive Head Teacher
Last review date	September 2023
Description of changes	
Date of approval	12 th February 2024
Date released	13 th February 2024
Next review date	September 2024



Northwood Primary School Attendance Procedures

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Children who are persistently late or absent may fall behind with their learning and may develop large gaps in their learning, which will impact on their progress and their ability to meet age related learning expectations.

Northwood Primary School fully recognises its responsibilities in ensuring that pupils attend school and are punctual, allowing pupils to access learning for the maximum number of days and hours. This policy applies to all children registered at this school and it is accessible to parents/carers of pupils who are registered at our school, via the school website. This policy has been written to adhere to the relevant Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Working together to improve school attendance (Dfe: September 2022)

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Executive Head Teacher, Senior Leadership Team and Governors at this school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Procedure Aims and Objectives

This attendance policy ensures that all staff and governors in this school are fully aware of and clear about the actions necessary to promote good attendance.

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Have a target of 95.6% attendance for all children, excluding children of traveller heritage or pupils who have left school within the academic year.

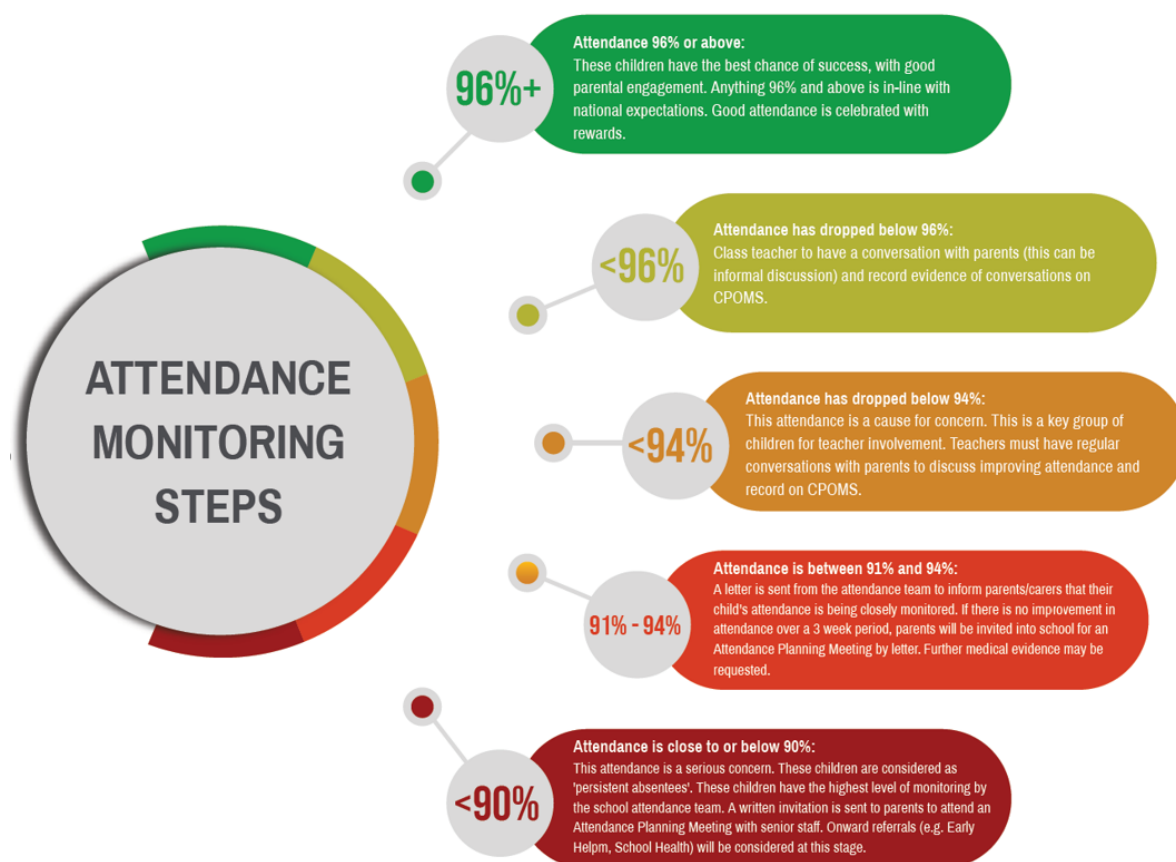
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued and rewarded by the school.
- Raise awareness with parents, carers and pupils, of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Early Years children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Local Authority so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

The school maintains and promotes good attendance and punctuality by:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents/carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness (Northwood Attendance Strategy).
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Northwood Attendance Strategy

The attendance strategy below outlines the steps in supporting pupils' attendance at Northwood Primary School.



During an Attendance Planning Meeting

- Background attendance information is shared and interventions put in place to address attendance issues discussed.
- The Attendance Planning Meeting/Support Plan is completed during the meeting
- During the meeting, the impact of the child's poor attendance on their wellbeing and academic success is discussed.
- A support plan, with clear targets around improving attendance, is agreed by parents/carers and school.
- If a parent/carer does not attend the meeting, it will go ahead as planned with relevant school staff.
- Parents/carers will receive a copy of the meeting notes and support plan.

Holidays during term time

Please note that holidays during term time will not be authorised by the Executive Head Teacher. If you are attending a holiday during term time, then you will be required to complete a **Holiday Request Form**, prior to going on holiday. All holidays requested will be referred to the Local Authority for a holiday penalty to be issued. You will receive a letter from the Parent Support Advisor informing you that the holiday has not been authorised.

Leave of absence

If you require your child to be absent from school for an exceptional circumstance, then you are required to complete a **Leave of Absence Form** prior to the event. Leave of Absence submissions will be reviewed by the Executive Head Teacher. These absences may not be authorised.

Travelling families

If you require your child to be absent from school for work/business purposes, then you are required to complete a **Travelling Form** prior to your child's absence; a return date must be identified on this form. Travelling form submissions will be reviewed by the Executive Head Teacher. The Traveller Support Team will also be aware of this absence and will support school in reviewing and monitoring all pupil absence periods for travelling.

Lateness and punctuality

At Northwood Primary School, classrooms (Reception to Y6) are open from 8.45am and all children need to be in class no later than 8.55am (ideally by 8.50am). **At 8.55am the school gate will be locked.** If a child arrives at school after 8:55am, this will be noted on the child's record with the reason for lateness and a late mark will be issued to the child. **Any child arriving after 9:30am** will be signed in and an **unauthorised absence mark** will be recorded, which could result in a referral to the Local Authority and legal action taken. If there is an unavoidable reason for your child getting to school late, please telephone us to let us know. Parents will receive a 'Late Letter' if their child is frequently late for school. The administration team/Parent Support Advisor will monitor late arrivals via the late desk and co-ordinate and send late letters as required.

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 or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence. Only the school can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences supported by parents/carers will be classified as authorised.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent/carers.

Late mark

Children will receive a late mark if they arrive at school after 8.55am.

Unauthorised late mark

Children will receive an unauthorised late mark if they arrive in school after 9.30am. A 'U' mark means that children do not receive a present mark for that session, therefore impacts negatively on their attendance.