



**The Park Federation Academy Trust
Wood End Park Academy**

Attendance Policy

2016 - 2018

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	September 2016
Date of review	September 2018

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ATTENDANCE POLICY

The Park Federation Academy Trust Wood End Park Academy

Introduction:

Wood End Park Academy is a successful school and your child plays a part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Why Regular Attendance is so important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you details on attendance in our newsletters;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions and certificates. Also in our half termly Attendance assemblies.

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its Participation Team: Early Intervention and Prevention Service using sanctions and/or legal proceedings. Unauthorised absences includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark in the register
- Pupils absent because the parent has errands to run
- Day trips and holidays in term time
- Excessive illness without medical evidence

Whilst any child may be absent from school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend school do communicate with us immediately so we can support in this matter.

You can support your child by: -

Ensuring regular and early bed times

Helping with homework

Having uniform and equipment prepared the night before

Providing a healthy breakfast

Reporting any academic or social concerns promptly to the school

Retaining open and honest communication with your child's school

Staying positive about school

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when their attendance moves to 90% and below.

This means they would miss 19 days schooling (38 sessions) across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

Your child would move to below 90% attendance by missing four days of school in their first half term so it is important your child settles into school well.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediate

Absence Procedures:

If your child is absent you must:

- Contact us by telephone as soon as possible on the first day of absence and keep the school regularly informed, preferably daily
- Or, you can call into school and report the absence to our Front Office.

A clear reason must be given for your child's non-attendance to school.

If your child is absent we will:

- Telephone/ text on the first day of absence if we have not heard from you;
- If absences persist, invite you in to discuss the situation with our Attendance Officer or the Deputy Principal /one of the Vice Principals
- Ask you to meet with the Principal if the absence continues to be off concern
- Refer the matter to the Local Authority's Participation Officer as soon as attendance moves below 90%

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Help us to help you and your child by making sure we *always* have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

New data collection sheets are given out each September to record all contact details onto. You must inform us as soon as this change over the course of the year.

The Participation Key Worker:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Participation Key Worker from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 44.1 and 44.1.a.

"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

Alternatively, parents or children may wish to contact the Attendance Service themselves to ask for help or information. They are independent of the school and will give impartial advice. Contact details are at the end of this policy.

Regulations have been amended regarding the payment of Penalty Notices (fines). The Education (Penalty Notices) (England) (Amendment) Regulations

2013 states that parents, from the 1st of September 2013, must pay £60.00 per parent, per child should they receive a Penalty Notice, this will then increase to £120 if the notice is not paid on time.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The school day starts at **9:00 am for Reception to Year 6** and we expect your child to be in class at that time. Your child will receive a late mark if they are not in by that time.

At **9.10 am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the one of the Deputy/Vice Principals and/or Attendance Officer to resolve the problem; you must work with us and let us know if you are having problems getting your child to school on time.

Exceptional Leave:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

- It is widely known that the link between a student's attendance and attainment is irrefutable.
- Early poor attendance habits follow through into secondary school and employment.
- Graduates earn an average of £15.01 per hour. Young people that leave school with no qualifications earn an average of £7.44p.per hour.
- All schools are encouraged to adopt a policy of not authorising Exceptional Leave. The Principal will not grant any leave of absence during term time unless there are exceptional circumstances. You may be asked to provide evidence in support of your request.
- The Principal will look at all cases where a family applies for Exceptional Leave
- Reasons for Exceptional Leave will be logged on the pupil's record and shared as part of the transfer/transition process.
- The Attendance Service can issue Fixed Penalty Notices for any unauthorised absence

From September 2013, any unauthorised exceptional leave that took place resulted in a referral to the Participation Officer and they can issue a fine to the family. This fine or penalty notice is £60.00 per parent, per child.

Academy Targets

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The *minimum* level of attendance for this school is 95% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target and ambition is to exceed 95% because we know that good attendance is one of the keys to successful schooling and we believe our pupils can be amongst the best.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

Those people responsible for attendance management in this school are:

Ms Surjeet Johra (Principal)
Mrs Pauline Quarterman (Attendance Officer)

Mrs Reshma Kapadia (Deputy Principal)
Focus: Punctuality

Vice Principals:
Miss Jalina Belle (Year 1 and 2)
Mr Ed Barnes (Year 3 and 4)
Miss Carly Grice (Year 5 and 6)

Miss Sue Wigglesworth:
(Family Support Worker)

Summary:

The academy has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority and the Department for Education (DfE). Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible. Regular attendance supports and optimises your child's attainment. It is also a fundamental part of the Every Child Matters intentions to:

Being Healthy

Version 1

8/

Sep 2016

Being Safe
Enjoying & Achieving
Making a positive contribution
Achieving economic well-being

Contact details of the
Local Participation
Participation Key Worker
Participation Team
Early Intervention and Prevention Services

Children and Young Peoples Directorate

4E/09 Civic Centre
High Street
Uxbridge
UB8 1UW

Wood End Park Academy

I have read and understood the terms and conditions of the attendance policy at Wood End Park Academy.

I agree that my child will be in school each day unless he/she is very unwell. No holidays will be arranged in term time.

Signed: _____ Parent's name: _____

Child/ children's name(s): _____

Class(es) child(ren) is in: _____