

Whipman Woods Flying High Academy



Summary Attendance Policy For Parents/Carers

School Attendance

We listen, understand, empathise and support – but do not tolerate poor attendance

As a result, we expect all our children to attend school every day that school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures to ensure this is the case.

At Whipman Woods, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school an environment that is built on respectful relationships with staff, pupils and families and is a happy and rewarding experience for all in the community.

In addition to school attendance, we will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

We follow the Nottinghamshire County Council policy on absences.

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

The schools designated attendance lead is Pat Dubas whose responsibilities are identified within this policy.

The Law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Attendance Monitoring

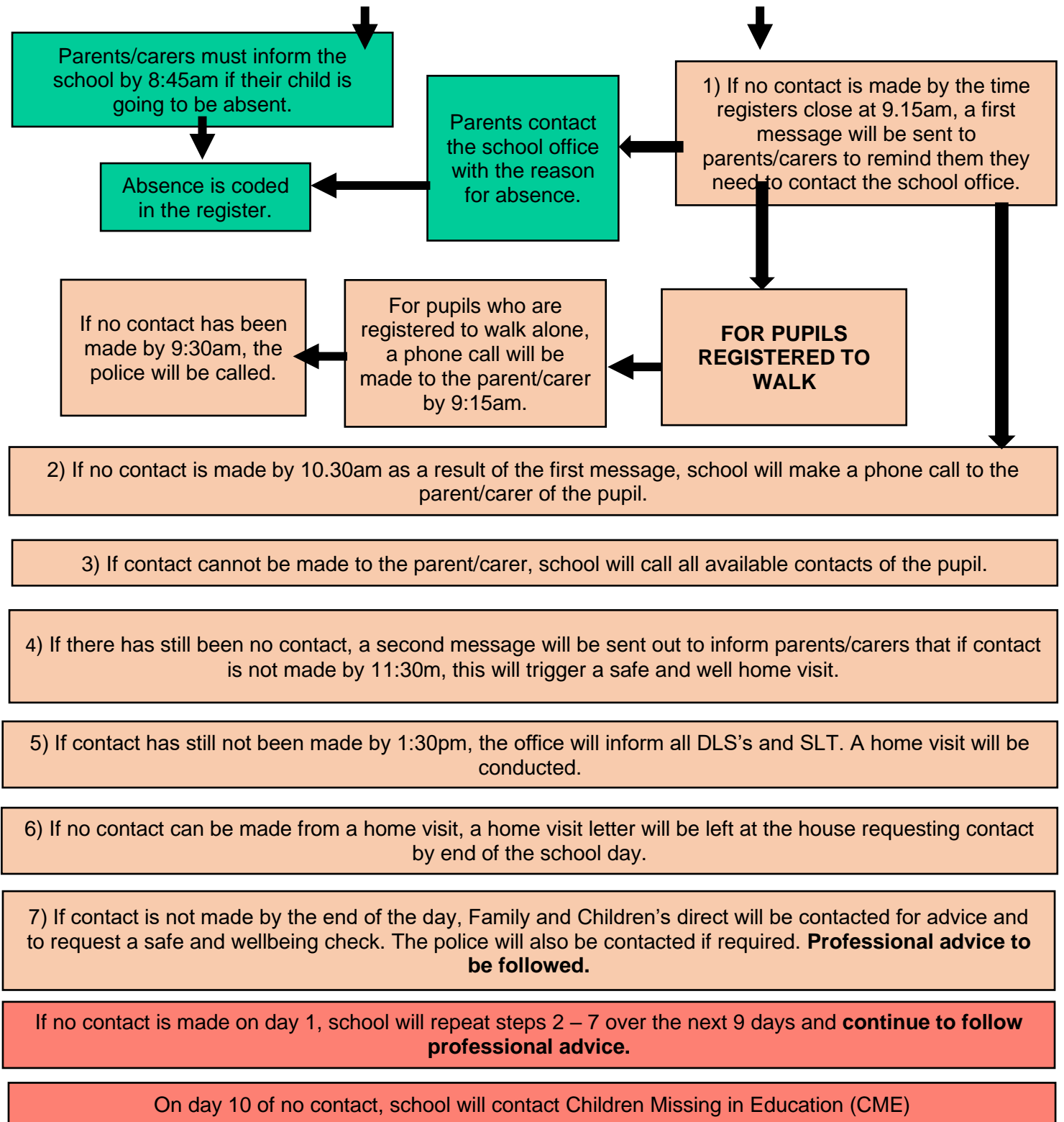
We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem, and these will be followed by the school.

Attendance Procedures

- There is a soft start for all classes between 8:40-8:45am
- At 8:45 am, the registers will be taken.
- Children must be seated and beginning their morning starters by 8:45am.
- All class registers must be completed by 9am.
- Attendance or late marks, after 9am, will be recorded by the Office.
- Registers will be closed at 9.15am
- Pupils will be marked as late if they arrive after the class register is completed.
- Registers will be taken again in the afternoon at 1pm.

A full day counts as 2 attendances.

Day 1 Absence Procedure



Children Missing in Education

The school will follow NCC procedures regarding any pupil at risk of missing in Education.

Procedures regarding managing any pupils with attendance concerns are identified below:

Attendance Procedure

Attendance improves- no further actions is taken.

Attendance Falls below 95%

Letter sent to parent/carer informing that attendance is a cause for concern and outlining action for if attendance falls below 90%

Attendance Falls below 90%

1) A wellbeing call will be made to the parent/carer by a member of SLT or FSW. The aim of the call is:

- To make them aware of their child's low attendance
- Find out if any support is required in improving their child's attendance.
- Inform them that their child's attendance will be monitored over the next 5 days.

2) If there is no improvement in the pupil's attendance, this will trigger a letter (*Letter 1*) to parents to:

- Inform them that their child's attendance has not improved and that it will be monitored over the next 10 days.
- Offer a meeting to discuss the pupil's attendance.
- Inform them that any further illnesses will not be authorised without a medical note (*this will be on a case by case basis*).
- Inform them that 3 days unauthorised absence within a 6-week period will result in a fixed penalty notice.
- Inform them of any other further action that may be taken if there is no improvement in attendance.
- Enforcement action the LA may take if their child's attendance falls below 85%, with 15% or more unauthorised.

3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (*Letter 2*) will be sent informing them:

- Of a given time and date to attend a meeting to discuss the pupil's attendance.
- That failing to attend, and if there is no improvement in attendance, a referral will be made to the Early Help Unit.
- That a referral will be made to the Local Authority to issue a fixed penalty notice (*if the pupil has had 3 days unauthorised absence within a 6-week period*).
- Enforcement action the LA may take if their child's attendance falls below 85%, with 15% or more unauthorised.

4) If parents/carers fail to attend the meeting and there is no further improvement in attendance:

A fixed penalty notice warning letter (*Letter 3*) will be sent informing them:

- Of their child's current attendance.
- That their child's attendance is being monitored over the next 6 weeks and that if they have 3 or more days off during that time, a fixed penalty notice from the Local Authority will be issued.

If the pupil is absent for 3 or more days, a fixed penalty notice letter (*Letter 4*) will be sent informing parents/carers:

- Of their child's current attendance.
- That a referral to the Local Authority to issue a fixed penalty notice has been made.

5) SLT and the pastoral team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

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 at least 4 weeks in advance from a parent or guardian.
- Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family circumstances.
- Only the school can make an absence authorised.
- The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.

Unauthorised Absence

Absence from school is likely to be recorded as an unauthorised absence when:

- there is no parental explanation.
- the school is not satisfied with the explanation for an absence.

In either of these situations you could face prosecution.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.

Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

Holidays During School Term Time

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6-week rolling period, then the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

In Nottinghamshire, you could be fined if your child has either:

- 3 days unauthorised absence over a 6-week period
- 3 or more days unauthorised absence where this is for the purpose of a holiday in term time.

- The penalty is £80 (subject to change by NCC) and it is issued to each parent/carer for each child who was absent without authorisation.
- The fine must be paid within 21 days of issue.
- If it isn't paid within 21 days the fine then rises to £120 (subject to change by NCC) per parent for each child that was absent without authorisation.
- All fines must be paid within 28 days of issue otherwise you may be prosecuted in court.

- If you are prosecuted at court you could get a fine of up to £2,500, a community order or a jail sentence of up to three months. The court also gives you a Parenting Order.
- Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

Persistent lateness

- Where a pupil is persistently late for 10 separate instances over a period of six school weeks and where these are signified as a “U” in the attendance register, the school can, at the discretion of the Head teacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.
- In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:
 - The penalty is set at £120 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts, the sum is reduced to £60.
 - Penalty notices are issued to each parent, for each child.
 - All monies are collected by and retained by the Local Authority.

Rewards and Incentives

We want to reward pupils for high attendance. We do this in the following ways:

- Weekly attendance figures are read out in phase ‘Star of the Week’ assembly.
- Good attendance built into school rewards, responsibilities and privileges.
- Attendance postcards sent home for pupils with high or improved attendance.
- End of term attendance celebration assembly.
- End of term / year 100% attendance certificates presented to children.

Refusal to Attend

- Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence.
- Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school.
- In the first instance an appointment should be made with the Head Teacher or Deputy Head Teacher to see if reasons for the refusal to attend can be identified and addressed.
- School will then work with parents to offer to support. This may include:
 - Referral to the schools Family Support Worker Home visits
 - Nurture support
 - Referral to outside agencies

Changing Schools

It is important that if families decide to send their child to a different school that they inform the headteacher as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school within 5 working days.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

A full version of our School Attendance Policy is available on the Website.