



Attendance Policy

Attendance Lead: Rachael Hadfield

School Attendance Champion: Janet Wales

Wild Bank is a successful school and our children and their families play their part in making it so. We aim for an environment which enables and encourages all members of the school 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 children should be at school, on time, every day school is open unless the reason for the absence is unavoidable.

The target for attendance at Wild Bank is 96% because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Tameside.

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

The Importance of Regular Attendance

100% OUTSTANDING 96% and above EXCELLENT	91% to 95% CLOSELY MONITORED	90% or below PERSISTENT ABSENCE
More likely to achieve highly	Could have a more serious impact on achievement	Likely to have a serious impact on achievement
Actions: • Praise • Certificates • Badges • Rewards • 1 x extra playtime • Lunchtime reward	Actions: • Weekly review/ monitoring by Attendance Lead and Head Teacher • Phone call • Letter of Concern • Attendance meeting between parents/carers and Attendance Lead • Offer of support with EHA • Attendance Improvement Plan (AIP) • Penalty notice	Actions: • Notice to improve • Support from school – AIP • SIGNPOST • EHA prosecution

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.

It is a parent and carer's responsibility to inform school before 8.30am as to why their child will be absent from school. Our expectation is a phone call or visit via the school office 0161 303 7404. You may still receive a courtesy call, visit

or SMS via Arbor from our Attendance Lead – Rachael Hadfield during the course of the morning. Update the school daily unless agreed otherwise with the Office staff or Attendance Lead, provide medical evidence wherever possible.

Understanding Types of Absence

The school day consists of 2 sessions; AM and PM. Every absence from school has to be classified by the school (not by parents), as either AUTHORISED or UNAUTHORISED. This is why detailed information about the cause of any absence is required.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments which **unavoidably** fall in school time, emergencies or other unavoidable causes. We ask that you provide appointments cards/letters, copies of prescriptions etc. Children are often able to come into school when they are on medication, please contact us for further advice.

Illness: please do not be offended if the amount of time your child is absent from school due to illness is challenged. If absence is due to illness exceeding 3 days it **will not** be authorised without evidence being provided.

Although we appreciate it is not always possible, please make every effort to book medical/dental appointments outside of school hours. Only 1 session will be authorised for appointments e.g. for a 9:00am dental appointment, the morning session would be authorised. If the child fails to come to school after the appointment the afternoon session will be recorded as unauthorised. Exceptional circumstances will be taken into consideration.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This can lead to the Local Authority using sanctions and / or legal proceedings.

The following are NOT acceptable reasons for absence:

- Parents and carers keeping children off school unnecessarily, which includes birthdays, holidays, shopping or looking after other children
- Any other absences in term time which have not been authorised by the Head Teacher
- Absences with no explanation will be recorded as unauthorised unless an explanation can be provided which is satisfactory to the Head Teacher

Leave in term time will affect a child's schooling as much as any other absence and we expect parents and carers to help us by not taking children out of school in term time unless in **exceptional** circumstances.

All applications for leave of absence during term time must be made well in advance. Leave of Absence forms are available from the school office upon request. In making a decision, school will consider the circumstances of each application individually, including any pattern of leave in term time and authorised leave will only be granted in **exceptional** circumstances. The current law does not allow parents to take a child out of school for a holiday or trip.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents and carers, and the child. If a child is reluctant to attend, it is not ideal to cover up their absence or to give in to pressure to excuse them from attending. Please contact schools that we can find the best way to support your child.

Start and Finishing Times

- Our small gate is opened at 8.00am for breakfast club.

The large gates are opened at 8:30 for the families to arrive for the start of the school day.

- Class doors are opened at 8:45am and are closed at 9am. Parent and carer who wish to speak with a class teacher need to visit the school office to arrange a suitable time to visit before or after the school day.
- A child arriving after 9am will need to enter through the front entrance of school. Parents and carers will be asked to explain reasons for lateness. Those who are regularly late will be contacted by the school office or Attendance Lead.
- Afternoon registers are completed at 1pm.
- Children arriving and leaving school with a parent or carer outside the normal hours must be signed in or out from the office.

Morning Nursery 15 hrs	Nursery 30 hrs	Reception - Year 6
8:45am	8:45am	8:45am
-	-	-
11:45am	3:15pm	3:15pm

Punctuality

Poor punctuality is not acceptable. If a 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 about the day ahead of them. Late arriving pupils also disrupt lessons and can cause embarrassment for the child which can encourage absence.

Class	Time
Start Time	8:45am
Lates 'L'	9:00am -9:30am
Unauthorised 'U'	9:30am - onwards

How we manage lateness

Children should be in class ready to start learning by their class start times.

If a pupil has a persistent late record, parents or carers will be asked to meet with the Attendance Lead. However, parents or carers can approach the school for support in any areas they may be experiencing problems in getting their child to school on time.

Absence Monitoring

If a child's attendance falls to 95% or below, the following procedure is followed:

- A review of individual attendance will take place on a weekly basis within school
- The parents and carers of pupils whose attendance falls to 95% or below will receive an absence letter
- If there is no improvement after the first letter, parents and carers will receive a phone call to discuss barriers to school attendance
- At the meeting we will discuss attendance and devise a plan of support if required. An Education Welfare Officer from the Local Authority may be present at this meeting.
- School will continue to monitor, review attendance, and work with families.
- If there are further absences, you will be invited to an attendance improvement meeting
- If there is no improvement in attendance school will issue a notice to improve

Persistent Absenteeism (PA)

A pupil becomes a 'Persistent Absentee' when they miss 10% or more of schooling across the school year for whatever reason, whether authorised or unauthorised. Absence at this level is doing considerable damage to any child's educational prospects and parent or carer support and co-operation is needed to tackle this.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. All our PA pupils and their parents and carers will be given an Attendance Improvement Plan and the plan may include allocation of additional support via the Attendance Lead, or individual incentive programs around raising attendance.

The Local Authority and Education Welfare Officer (EWO)

The Local Authority monitors all school absences during term time.

The Education Welfare Officer (EWO) visits school regularly to review attendance and offer advice and support.

Parents and carers are expected to contact school at an early stage of any absence and to work with the staff in resolving any problems together. This is nearly always successful; however, if difficulties cannot be resolved in this way, the school may refer the family to the Education Welfare Officer. They will try to resolve the situation by agreement, but if other ways of trying to improve the pupil's attendance have failed and unauthorised absences persist, legal action may be taken. Details of the options open to enforce attendance at school are available from school or the Local Authority.

We ask that you do not report any absences or medical appointments to the class teacher.

Any unreported absence is a cause for concern. In the event that we are unable to make contact with you for 2 consecutive days we may visit your home address in accordance with our safeguarding procedures.

Promoting Regular Attendance

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

To help us all focus on this we will:

- Make individual attendance available on your child's profile on the Arbor App.
- Give weekly class attendance information on weekly newsletters.
- Report in the summer term to parents or carers on how their child is performing in school, and what their attendance rate is.

Summary

The school has a legal duty to publish its absence figures and to promote attendance. Equally parents and carers have a duty to make sure their children attend school. All school staff are committed to working with parents and carers and pupils as the best way to ensure as high a level of attendance as possible.