



# Attendance Policy

## ***Safeguarding Statement***

*West Heath Primary will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. West Heath Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. Please also refer to the No Platform, Visiting Speaker Policy.*

## Attendance Policy

### Audience

This policy is intended to be read by all parents and carers in order to ensure that attendance is given a high priority.

### Aims

The government target for attendance is 95% or above. At West Heath Primary School we strive to be above the national average. Pupils make more progress if they are in school. We expect parents to work with us in ensuring their children make progress by sending them to school every day.

### Procedure

#### Morning session

The school day starts at 8.50am. The register should not be completed until 8.50am it should be sent to the school office by 9.00am.

Children are expected to be in school, on time. If punctuality becomes an issue a letter will be sent home to the parent/carer requesting a meeting with the attendance officer. If this continues the family will be referred to Children's Services.

**Parental illness is NOT an excuse for children being absent from school. Children must attend school every day unless they are ill.**

### ATTENDANCE CODES – Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
L	Late (before registers closed)	Present
M	Medical appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence

<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced and partial enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll/off roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

#### Afternoon session

The afternoon session begins at 1.00pm for EYFS/ KS1 and 1.30pm for KS2. The register should be sent to the school office by 1.05pm for KS1 and 1.35pm for KS2. It is the class teacher's legal responsibility to ensure that the register, via ePortal, is completed properly at the start of the morning and afternoon session so that an accurate record of attendance is available and also for safeguarding purposes.

#### Absence

Where a child is absent due to illness, parents/carers should inform the school by telephone. A letter should be given to the office on the child's return. If a child has more than 2 days absence due to medical reasons a doctor's note will be requested. Failure to provide a doctor's note will mean that the attendance is unauthorised.

#### **Medical/Dental Routine Appointments:**

Where appropriate routine dental/medical appointments need to be booked outside of school hours. Where this is not possible an official appointment slip showing date and time of the appointment should be shown to the school office before the day of the appointment. This will only be authorised in exceptional circumstances.

#### **Medical consultant/specialist hospital appointments:**

It is recognised that hospital consultant appointments sometimes cannot be made outside of school hours and permission needs to be granted from the Head teacher.

## **Family holidays are NOT allowed during school time.**

If a child's attendance falls below 95% or a pattern of absence gives the school concern; for example three or more separate occasions of illness; a letter will be sent home to the parent/carer requesting a meeting with the attendance officer. Where further ongoing absences occur and there is a lack of engagement from parents is evident, this will lead to one or more of the following interventions taking place to help support the family to improve attendance.

1. FCAF assessment being carried out and an action plan implemented.
2. A referral being made to the school nurse to help support families if there is ongoing illness concerns.
3. A referral being made to outside agencies to help support families.
4. If a family fail to improve their child's attendance and/or fail to engage with professional a referral will be made to Children's Services by the head teacher.

### Spotlight

**It is parent's legal responsibility to ensure that their children receive appropriate education. Failing to send your child to school regularly, without good reason, is a criminal offence.**

Absence can only be authorised by the **Head teacher**, within the boundaries set by the Education Act 1996.

If a child has 10 or more days of unauthorised absence a SPOTLIGHT letter will be sent out to parents informing them that they will now be part of an action group. If attendance doesn't improve it could lead to one of the following;

**Issuing penalty notices:** Each parent receives a penalty notice for a child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.

**Taking parents to court for unauthorised absence:** The Education Act 1996 Section 444(1) – states that magistrates can fine each parent up to £1000 per child, and add costs and impose Parenting Orders.

**Taking parents to court for persistent unauthorised absence:** The Education Act 1996 Section 444(1A) – states that magistrates can fine each parent up to £2,500 per child, impose Parenting Orders and/or impose a period of imprisonment of up to 3 months.

## **BEING TAKEN TO COURT COULD RESULT IN YOU HAVING A CRIMINAL RECORD.**

### Monitoring of attendance

The attendance officer will receive a daily attendance report from the main office. This will show which children are absent and which children are late. The attendance officer will phone parents and find out where the child is and report Child Protection issues to Children's Services.

Parents will be informed, at least every term, of their child's current attendance and action to be taken if their child's attendance falls below 95%.

At the end of every term, children with 100% attendance will be rewarded on a tier system.

1. A Bronze certificate and a medal will be awarded to those children who have 100% attendance and **no more than 2 late marks for one whole term.**
2. A Silver certificate, medal and a free play afternoon will be awarded to those children who have 100% attendance and **no more than 3 late marks for two whole terms.**
3. A Gold certificate, and a medal will be awarded to those children who have 100% attendance and **no more than 4 late marks for the whole year.** This will be followed by afternoon tea with parents or a school trip.

At the end of each term the class with the best attendance will be rewarded with a class trophy and each child will receive an attendance ruler, rubber or bookmark for their achievement. The best class over the whole year will go on a school outing as a reward.

**Emergency school closure:**

In the event of SEVERE weather conditions, you should assume that school is OPEN unless there is an announcement, on the radio, to say that West Heath Primary School is closed. The decision to close will be also communicated to parents via text message and will be posted on the school website.

The Chief Education Officer will announce any central decision to close all Birmingham LEA schools.

In the event of severe weather, listen to Heart FM (100.7FM), Free radio (96.4FM), or Radio WM (95.6FM) alternatively log on to the radio websites.

Heart FM [www.heart.co.uk/westmids](http://www.heart.co.uk/westmids)

Free radio [www.freeradio.co.uk](http://www.freeradio.co.uk)

Radio WM [www.bbc.co.uk/wm](http://www.bbc.co.uk/wm)

**If there is no announcement of closure, you should assume that school is open. Please do not phone school at this time, since this blocks communication.**

**Monitoring of this policy:**

The Head teacher will report attendance figures to the Governing Body at every full Governing Body meeting this will include persistent absence and unauthorised absence. It will also include the percentage attendance for children in receipt of free school meals, special educational needs and any variations in the percentage of boys and girls. Governors will review this policy, along with the Head teacher and the attendance officer annually.