



## Evelyn Street Primary School

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Policy Title	Attendance Policy
School/WBC (Adopted date)	School
This policy complies with Warrington LA guidance	Yes
Linked Polices:	Safeguarding policies
Written By	School
Staff Approval Date	October 2018
FGB Ratification Date	April 2019 Updated Policy 1.10.18 (Appendix 1) Dec 2019 Updated Policy 25.11.19 (Appendix 2)
Signed by Chair of Governors	Mr N. Spencer
Review Date	April 2020

# Attendance Policy

## Mission Statement

“To enjoy, to believe, to be amazed”

### Rationale

The Department for Education and Warrington Borough Council require schools to monitor and report the attendance levels of every child. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a child's attendance, the higher their levels of achievement.

Evelyn Street Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. We will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents to promote 100% attendance wherever possible.

### Purposes

- To improve the overall percentage of pupils at school
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and local governing body.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- To provide support, advice and guidance to parents and pupils
- To develop a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and school
- To implement a system of rewards
- To promote effective partnerships with the Education Welfare Service and with other services and agencies
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### Broad Guidelines

1. The school day begins at 8.50 am. Registration takes place as soon after this as is possible. A child will be marked late after registration, if their class teacher is unaware that they are in the building.
2. The register will be left open in extreme bad weather, or if the child has been delayed by another member of staff on the premises.
3. Registers must be in the school office by 9.00 am and will be officially “closed”.

4. The current symbols for lateness and absence are attached. The school has adopted Sims symbols.
5. Children who arrive after registration closes at 9.15am will be noted in the school's late book. Children arriving after 9.30am will lose a mark for the morning session. This absence will be marked as unauthorised.
6. A letter will be sent home if a child is late after registration closes on two or more days in the week.
7. The school requires first day contact for a child's absence. If no explanation is received then a letter will be sent home requesting one. All other absences will be marked as unauthorised unless prior arrangement has been agreed with the Principal.
8. Reasons for non attendance should always be supplied. If this is not the case the school will continue to contact parent/carer until a reason has been given.
9. The Local Governing Body have agreed with the LA that the school will not authorise absence with the exception of medical or illness or faith based holiday.
10. School can request that any absence due to illness be verified with a Doctor's appointment card or medical note if necessary
11. Detailed guidelines have been formulated and will be provided upon request
12. Evelyn Street Primary School follows local authority guidelines and will not authorise any absence due to holiday unless exceptional circumstances can be proven. See appendix 1



## APPENDIX 1

### WPAT Pupil attendance and planned absence (Appendix to policy).

Definition of “exceptional circumstances” for term time holiday authorisation.

Legislative Framework:

It is a parent’s duty under Section 7 of the Education Act 1996, to ensure that their child of “compulsory school age” is to receive “an efficient, full time education”. A child is of compulsory school age from age five. A child should attend school from the start of term commencing on or after his / her fifth birthday. We, at WPAT, encourage good attendance from the day a child joins one of our school.

Parents of registered pupils have a legal duty under Section 444 of the Education Act 1996 to ensure that children of compulsory school age attend school on a regular and fulltime basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Trust, and other authorities, if problems cannot be resolved by agreement with the school.

School policies describe the required levels of attendance and punctuality for good progress to be made at school.

The government expects schools to:

- Promote good attendance and reduce absence.
- Ensure that every child has access to full time education to which they are entitled; and,
- Act early to address patterns of absence.

The government also expects:

- Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.

The Education ( Pupil Registration) ( England) ( Amendments) Regulations 2013 have amended Regulation 7 of the 2006 regulations to prohibit the Headteacher of a school from granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating the request. WPAT and its Headteachers believe it is necessary to define what we consider to be “exceptional circumstances” so as to give further structure to the decision to decline authorisation of absence.

WPAT have four permitted areas of “exceptional circumstance”:

1. The death or terminal illness of an immediate family member, where immediate is defined as the parents / carers and siblings of the child in school.
2. Absence recommended by a health professional.
3. Religious observance.
4. Allowances made for the families of service personnel on active duty.

In addition we apply a further “threshold test” to the fundamental definition of “exceptional”. We believe that the circumstances must be, rare, significant and unavoidable to qualify.

Where the Headteacher is satisfied that there are exceptional circumstances to warrant the request for leave of absence but has additional concerns about the timing of the absence, or the pupils attendance record, they may request a meeting with the parent / carer; the absence may not be authorised without attendance at this meeting.

If you require any further information or clarification please refer your request to the school Headteacher via the school office.

## APPENDIX 2

All late arrivals recorded on Inventory* and details added to SIMS to complete the morning register by 9.30am.	<i>Class teachers/ office/ support staff</i>	Record on SIMS
All messages regarding pupil absence entered into Sims by 9.30am at the latest.	<i>Office team</i>	Record on SIMS
Office staff member making calls is to list all absent children with no given reason, and once reasons for absence are established, this list is signed off by a member of SLT.	<i>Office team</i>	
Telephone call made to first contact on child's list. Reason for absence recorded on SIMS.	<i>Office team</i>	
If no response from primary contact, telephone calls made to all contacts on list.*	<i>Office team</i>	
SLT member to review all available information and to decide if any further potential contacts known (given all information available in school).	<i>SLT/ safeguarding team with Office</i>	Record on CPOMS/ update registers if child's reason for absence is known
Vulnerable list children identified and Social worker/relevant lead professional notified.	<i>SLT/ safeguarding team</i>	
Home visit made by 2 members of staff – attendance/ safeguarding team member plus another. If reason for absence is established, update records and reminder to carer of duty to inform school.	<i>SLT/ safeguarding team</i>	
If child is unaccounted for, given all range of hard and soft data available regarding the family (CPOMS, SIMS, etc.), police welfare check requested via 101.	<i>SLT/ attendance team</i>	
Cases identified for discussion/ referral to Attendance Officer, Local Authority	<i>SLT/ attendance team</i>	

***\*School will attempt to hold at least 2 contacts per child***