



Attendance Policy Whetley Academy

Please read in conjunction with the Safeguarding Policy, Child Protection and Inclusion Policy.

Parents can access this policy via the school website or request a copy via the main office. Parents will also be informed of their ability to access these policies through the regular newsletters which are translated as appropriate.

SCHOOL COMMITMENT

At Whetley Academy every child and family matters. We are committed to the improvement and sustainability of good attendance, and therefore are proactive in tackling poor attendance. Our aim is to achieve and maintain a whole school target of at least 97% and to eliminate all persistent absence. The school will work in partnership with parents and the local community in improving attendance and therefore raising achievement for all our children.

Aims and Objectives

- To achieve and maintain a target of 97% whole school attendance.
- To eradicate all persistent absence.
- To ensure excellence and enjoyment for every child by providing a safe environment and a relevant curriculum that meets the needs and interests of all our pupils.
- To offer a range of extra-curricular activities that children really want to attend.
- To tackle poor attendance rigorously with a consistent and transparent approach so being firm and fair.
- To support families where attendance is poor by removing any barriers that may attribute to poor attendance.
- To raise aspirations and expectations for our children and their families so changing cultural attitudes in the long term.
- To stop all holidays in term time for the purposes of holidays including visiting relatives for whatever reason.
- To safeguard all our children where there are safety concerns such as a children missing in education by working positively with external agencies such as the ESW service and Children's Social Care.

Partnership with Parents

The school works hard to provide a relevant and enjoyable curriculum including extra-

curricular activities. Despite this children's attendance is usually dictated by their parents. Therefore our work with parents is crucial in achieving outstanding attendance for all pupils. The school sends out regular information and newsletters about attendance which are also displayed in the Parent's Noticeboard. This includes information on holidays in term time and Fixed Penalty Notices.

Where there are concerns about a child's attendance, parents are involved from the very beginning in working to improve the situation. The school has a Positive Attendance Strategy that is constantly reviewed and shared with all staff.

First Day Absence/Home visits

Parents are asked to ring before 9am if their child is not in school that day. The Attendance Officers will ring parents for any children who do not have a reason for absence. If they are unable to speak to a parent/ guardian or get a satisfactory reason for the absence they will make an unannounced home visit as soon as possible that day to ensure the safety of the child/children in question. Home visits will also be made where there are general safeguarding concerns, queries about a persistently absent child or just to check that a child is too unwell to attend. The school has the right to unauthorise an absence if the reason given is not valid.

Whole Class daily and weekly

Every child receives daily merit for attending school and an additional daily merit for being punctual. These merits can be spent in the school shop. Every week all children with 100% attendance and good punctuality receive a small weekly prize. All weekly 100% children are entered into a class draw to win the class weekly star trophy and a book from the book shop.

Weekly attendance assemblies take place to award all classes with an attendance of 97% and above. House points are awarded to teams for good and outstanding attendance.

Half termly and Annually

Children with half termly and whole year 100% attendances will be put into prize draws to win bigger rewards such as a Kindle or i pad. These prize draws take place in special assemblies.

Holidays in Term Time

The school does not authorise any Holiday in Term Time for any reason, including visiting relatives. We strongly discourage this. The school enforces the Fixed Penalty Notice system of £60 per child per parent following the guidance from Bradford's ESW Service. If a parent does request a holiday, they must meet a member of the SLT prior to the holiday. They will explain clearly that the absence will be unauthorised and that they are in danger of losing their child/children's place at school or being issued a Fixed Penalty Notice. At the end of day 20 of a Holiday in Term Time absence, a child will be taken off roll and the Education Social Workers will be informed. A CME Referral, (Child Missing Education) will be made if appropriate.

Parents will receive written confirmation that the holiday is unauthorised prior to the absence. A letter will also be sent after the child has returned to school to explain the next steps of the fining process. Although we cannot physically stop parents from taking their children out of school, if a form is completed and a meeting takes place we have an explanation for the absence and do not have to refer as a CME. SLT will also meet with the parents post-holiday to discuss with them how the absence has affected their children's attendance percentage and learning.

Dentist and Medical Appointments

Parents are asked not to take children out of school for dental and medical appointments, with the exception of emergency or consultant appointments. If children are taken out for these urgent appointments the main office will need to see a letter or an appointment card. The office Team will contact an Attendance Officer or member of SLT immediately if a parent asks to take their children out of school for non-urgent appointments. Non-urgent appointments made in school time will be unauthorised.

Partnership with Others

In order to safeguard all pupils and their families the school will be proactive in liaising openly and professionally with all external agencies with the aim of protecting a child and their family and improving attendance outcomes. These agencies include New Communities and Travellers Service, Admission Team, Education Social Work Service, Children's Social Care, Police Service, School Nursing Team and the Hospital and Home Teaching Service.

Children Missing from Education

The school follows guidance from the DfE regarding Children Missing Education. Where children on roll at Whetley Academy do not turn up, and the school has made enquiries through our Attendance Team through phone calls and home visits, we will refer the case to the education Social Work Service. If the allocated worker can not locate the child/family they will inform the Children Missing Education Team and the school will be advised by them or the ESW Service that they can take the child off roll.

Confidentiality

As in all aspects of school data and pupil information the school's Confidentiality Policy is adhered to.

Pupil Information

Whetley Academy will aim to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives
- Names and addresses of all persons with parental responsibility
- Emergency contact details
- Details of any persons authorised to collect the child from school
- Any relevant court orders in place including those which affect any person's access to the child

- A child who is or has been on a Child Protection Plan/Family Support Plan.
- Name and contact detail of GP
- Any other factors which may impact on the safety and welfare of the child

Children not Collected

The following procedure is followed when children are not collected by an appropriate adult at the end of the school day or extra curricular activity.

- If not collected at 3.10pm children are kept safe with their Class teacher/Learning Support Assistant until 3.20pm (or end of Nursery session)
- At 3.20pm the children are safely escorted by the above adult to the KS2 staffroom a qualified member supervise the children until they are collected by an appropriate adult. A record of the time they are collected is kept
- If the children are not collected by 3.30pm, the school office will contact parents to collect them as soon as possible. Other emergency contact numbers will be rung if parents/carers cannot be reached until an appropriate adult can collect them
- If no contact two members of staff will escort the child home, leave them with their parents or another appropriate adult and ask for up to date contact numbers
- If there is no suitable person at home the staff will return to school with the child and Children's Social Care/Police will be contacted so that appropriate actions can be taken
- The same procedures will be followed if a child is not collected after a school visit or extra curricular activity
- Children who go home alone at the end of the school day or an extra curricular activity/school visit have written consent from a parent/carer. It is the parent's/carers responsibility to update this permission if they wish to do so via the school office.

Children Leaving School Premises without Permission

Every effort is made to ensure that the school site is safe and secure. Children are supervised at all times. In the event that a child is reported missing the following procedures will be followed.

- A thorough search of the school site and immediate locality is made by all available staff.
- Admin staff will ring the child's contact numbers so they are fully informed and also to check whether or not the child is at home.
- If the child has not been located after these actions the police will be notified.

Up-dated: Summer 2016

Review Date: Summer 2017