

Attendance Policy

This policy is drawn up with reference to cluster policies and links to other CLF Primaries. There is also reference to the Cluster 4 procedures and protocols in South Gloucestershire with adaptations to suit Academy context.

Wallscourt Farm is committed to the UNCRC and in accordance with this the following articles are relevant:

Article 28: (Right to education): All children have the right to a primary education, which should be free.

Article 29 (Goals of education): Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures.

Rationale

Regular attendance at Wallscourt Farm Academy is essential for all learners to achieve their full potential. Working in partnership with families ensures all children receive the best education we can offer.

- Research shows children and young people who attend school at least 95% of the time are more likely to achieve good results;
- Patterns of attendance tend to be set in Early Years;
- Local data capturing children's progress within the Early Years Foundation Stage shows a clear correlation between attendance and achievement, which continues throughout Primary and Secondary School;
- Good attendance develops the essential life skills necessary for young people to be responsible and successful citizens and is important for personal, social and emotional development and self-esteem.

Attendance at Wallscourt Farm is a priority and therefore remains a core area of school focus and development.

We aim for all learners to be above 97% attendance which is higher than the national average.

Principles

- Our respect and understanding for our diverse community will support us in improving attendance;
- We will establish a good working partnership with families and other agencies such as the Education Welfare Service, to help and support good attendance and punctuality;
- It is families' responsibility to ensure their children attend school regularly. [This includes not taking holidays during term-time;](#)
- We will celebrate good attendance and punctuality;
- Where necessary, we will challenge poor attendance and punctuality and will support families to improve attendance and punctuality;
- Appropriate legal action will be taken where families continually fail to ensure their children attend school regularly.

Wallscourt Farm will use referral for a Penalty Notice as a sanction for unauthorised holiday absence in term time and for other unauthorised absence in conjunction with the relevant Local Authority.

Wallscourt Farm Academy aims to:

- Respond to attendance issues to ensure that safeguarding is paramount;
- Improve attendance and punctuality including in Early Years;
- Make good attendance and punctuality a priority for all members of the school community;
- Promote a consistent approach across the school;
- Provide an inclusive and high quality learning environment with which all members of our school communities will want to engage;
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks;
- Develop a systematic approach to gathering and analysing attendance related data;
- Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

This policy should be read in conjunction with the Child Protection/Safeguarding Policy.

Rights and Responsibilities

Families:

- are responsible for making sure that their child attends punctually and regularly;
- need to ensure that their children are properly dressed in school uniform, equipped and ready to learn;
- must inform school, **via phone call or in person**, when their child is not in school **in the morning of the first day of absence**; any absence which school is not informed about will be coded as an unauthorised absence. Phone calls can be made from 8am and should be timed to take place before face to face greeting time, or between registration and lunchtime. There is no facility to leave a message on the answer machine as we request families make direct contact with us in the first instance.
- must make a written request through email (info@wfa.cabot.ac.uk) in order to **request permission for any leave of absence** which will only be authorised at Wallscourt Farm Academy under exceptional circumstances.
- expect the school to keep them fully informed of their child's progress;
- expect the school to support and encourage them in continually seeking ways to improve attendance at school.

Learners will:

- be listened to and respected;
- have individual records of attendance and punctuality.

Wallscourt Farm will:

- ensure accurate and daily registers are maintained on learners in the school;
- authorise absences, where appropriate;
- ensure families are fully informed of their responsibilities;
- publish expected schools times and holidays (including Inset days) to families in good time;
- keep families informed of attendance levels at Family Learning Conference (parents' evenings) and through school newsletters;
- ensure the school is a welcoming place where children want to learn;
- reintegrate positively any learners that have been absent for a significant period of time;
- monitor data to identify patterns of attendance and resource accordingly;
- work closely with the EWC through the EWC / School Service Level agreement;
- discuss individual learner attendance with each class teacher weekly.

The Education Consultancy Service, SG Education Welfare Consultancy will:

- Meet regularly with the Vice Principal/Principal to monitor levels of attendance and discuss individual learners;
- Develop and review the Service Level Agreement;
- Provide termly comparative attendance data;
- Take appropriate legal action against families who do not complete their statutory obligations;
- Monitor and work with cases referred by the school;
- Monitor learners who are missing from UK education through pupil tracking procedures;
- Support families in improving their child's attendance and punctuality

Policy reviewed – December 2019

Policy review date – December 2020 or sooner if required

Signed:

Principal/SLT: _____

Chair of Academy Council: _____