



Windmill Values and Vision

<i>'Every day is a new day'</i>	<b>I</b>	<i>Include everyone</i>
<i>'Be there for each other'</i>	<b>G</b>	<i>Guarantee opportunities</i>
<i>'Aim high'</i>	<b>N</b>	<i>Nurture aspirations</i>
<i>'Do your best'</i>	<b>I</b>	<i>Inspire each other</i>
<i>'Don't give up'</i>	<b>T</b>	<i>Try everything</i>
<i>'Believe in yourself'</i>	<b>E</b>	<i>Encourage independence</i>

## **Attendance Policy 2022**

### **The purposes of the policy**

Windmill Primary School is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as quickly as possible.

Our policy is to celebrate our pupil's achievements. Attendance is a critical factor to a productive and successful school career. Our school actively promotes and encourages and rewards 100% attendance for all our pupils. We give high priority to communicating to Parents/carers and pupils the importance of regular and punctual attendance. We recognise that our families have a key role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. If there are problems that affect a pupil's attendance we will investigate, identify, and strive in partnership with families and pupils in a bid to resolve those problems as quickly and efficiently as possible. We will adopt a focused approach aimed at always returning the pupil to full attendance.

### **Target:**

**Our target for 2021/2022 is an aspirational but achievable one of 96% ATTENDANCE (MINIMUM) which is 1% above the target set for all schools by the Department for Education (DfE) leaving a 4% ABSENCE rate (MAXIMUM)**

### **Expectations of attendance:**

Children are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school does not approve absence)

Families should contact the school on the first day of a pupil's absence stating a reason for the absence. The school will then decide if that absence is authorised and inform the family if it is not. If families do not contact the school to explain the child's absence, the school office will attempt to contact the family by telephone.

If a child's attendance falls below 90%, the school will work with the family and involve the Education Welfare Officer (EWO) to improve the attendance. The EWO will follow recognised procedures, including legal action where necessary.

Non-attendance of pupils considered to be 'at risk' or on a Child Protection Plan will be followed up as a matter of urgency, referring this immediately to one of the school's Designated Safeguarding Leads.

### **Reward systems:**

We promote regular attendance to families, children and teachers. We keep attendance high profile by displaying weekly class attendance percentages shared of our Class Dojo platform and highlighting this in classes and assemblies.

Each week the classes in EYFS / Key Stage One and Key Stage Two with the highest attendance will be presented with a reward which will be theirs for the week. At the end of each term, the class with the highest attendance from across the school will be entitled to an agreed reward between the teacher and class, plus some spending money for a class treat.

The school will reward children with 100% attendance with a certificate and muffin each term.

### **Target setting:**

A target for attendance is set with the Education Welfare Officer each term and is monitored at regular meetings between the Deputy Headteacher (Inclusion and Intervention) and Education Welfare Officer.

### **Completing the register:**

The law requires all schools including independent schools to have an admission register. Pupils (regardless of their age) must be placed on both registers. It is the responsibility of the Class teachers or class cover to complete the register at the start of the morning and afternoon sessions.

- We aim for register time not to become so routine that its importance is lost.
- Incomplete or inaccurate registers are unacceptable because they provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school; and they may also contribute to pupils' end of term reports and records of achievement.

### **Lateness:**

Staff greet children at 8:45 am and school begins at 8:55 am, all pupils are expected to be in school for registration at this time. Any child arriving later than this time should enter the school via the main entrance reporting to the school office. Arrival from 9:00 am to 9:30 am is classed as late and arrival, after 9:30 am, is recorded as unauthorised (U code). If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register. Minutes late into school are recorded on our MIS system under the pupil's name. The pupil will then be sent to their classroom with a late card, so that staff are aware the pupil has been to the school office. Pupils who are consistently late are disrupting not only their education but also that of others. Where persistent lateness gives cause for concern further action may be taken, and recognised procedures involving the EWO will be followed.

### **Support:**

Windmill Primary School operates an open-door policy meaning that we are here to support all matters involving attendance. If, on the rare occasion that the Class Teacher or Deputy Headteacher isn't available, the school office will be able to book a mutually convenient appointment.

This policy outlines three areas where our Parents/carers/carers can help with attendance:

**1) What can Parents/carers/carers do to help?**

- Let the school know as soon as possible why their child is absent.
- Try to make appointments (e.g., medical) outside school time.
- Do not take holidays during term time.
- Do not allow their child to have time off school unless it is really necessary.

**2) If Parents/carers/carers are worried about their child's attendance at school, what can they do?**

- Talk to their child – it may be something simple.
- Talk to the Deputy Headteacher and staff at the school.

**3) If it continues ....**

- Parents/carers/carers may contact the Education Welfare Officer (EWO) who will work with them and the school to resolve the situation (number available from the school office).

Ultimately, the school may ask the EWO to follow recognised procedures, including legal action where necessary

**Family Holidays During Term Time:**

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they were away, but they are also less prepared for the lessons building on that after their return. We seek to avoid the consequent risk of underachievement.

Parents/carers are strongly urged to avoid booking a family holiday during term time. Parents/carers do not have the right to take their children out of school for such a holiday. The default position is for these absences not to be authorised, with the school only granting authorised absence in exceptional circumstances.

In considering whether or not to authorise leave for a family holiday, the school will consider each case individually, trying to establish whether taking the holiday in term-time was essential or unavoidable. Holiday forms are obtained from the office and requests should be submitted at least 2 weeks before the first day of the intended absence.

**References:**

Please also refer to guidance from the Department for Education

<https://www.gov.uk/government/publications/school-attendance> (August 2022)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance> (May 2020).

<https://educationhub.blog.gov.uk/2022/09/02/back-to-school-week-everything-you-need-to-know-about-school-attendance/> (September 2022)

This policy has been adopted with the approval of the school Governing Body and will be reviewed on an annual basis.

Jason Millington, Deputy Headteacher  
Autumn 2022 (Review date Autumn 2023)