



Yeadon Westfield Infant School

ATTENDANCE POLICY 2023

Review 2024

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

Introduction, Ethos and Background

This policy sets out the procedures through which we seek to **raise attendance, improve punctuality** and, as a consequence, **raise levels of achievement**. Parents/ Carers are required by law to ensure that their children receive an education.

Research findings and learning from best practice shows that:

- Pupils must attend regularly to achieve their full potential.
- Pupils who miss out on school whether because of regular lateness or lack of attendance can feel vulnerable and left behind.
- Leave in term time is disruptive and can seriously affect your child's education.
- Pupils who consistently miss 17+ days in a school year lose one full grade in their GCSEs.
- Unauthorised absence can lead to prosecution.

The following shows the link between % attendance at school and number of days absent:

- 98% = Fewer than 4 days absent in one school year.
- 95% = Fewer than 10 days absent in one school year.
- 90% = 4 weeks (20 days) absent in one school year.
- 85% = 5½ weeks (28 days) absent in one school year.
- 80% = 7½ weeks (38 days) absent in one school year.

Our aim is to therefore is to encourage full attendance and punctuality for all pupils at Yeadon Westfield Infant School

This policy follows Government legislation and guidelines.

What the school expects of parents/carers:

- that pupils attend regularly on time and ready to learn.
- pupils who arrive after registration time report to the office.
- ensure that their children attend school regularly and on time to fulfil their legal responsibility.
- notify school on the first day of absence and provide reason for absence.
- complete a request form for absence in term time for exceptional circumstances.
- supply medical evidence when required.
- ensure all parental and child contact details are up to date.
- provide school with two emergency contact details.
- speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending.

What the parents/carers can expect from the school:

- a broad, balanced education
- encouragement of good attendance and punctuality at school
- prompt action when a problem has been identified
- efficient and accurate recording and monitoring of attendance
- contact with parents and carers on the first day when absence is unexplained
- a supportive home visit as part of our wellbeing and safeguarding duty of care if necessary

Registration

Registration takes place each morning at 8.50 am and each afternoon at 1.00pm in EYFS and 1.10pm in KS1. Class teachers will enter a present mark (/) on the register for each pupil present and an absent mark for any pupil that is absent.

Responding to lateness

Pupils arriving in the classroom after the register has been taken are deemed to be late and will be marked as L code. After 9.20am the pupil is deemed to be Late/absent. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance. Parents/carers will be contacted by school if their child is persistently late. After 3 lates in a half term, parent/carers will receive a letter and after 4 lates they will be invited to a support meeting.

Children who are persistently late miss out on key learning.

Term Time Absence and Requests for Leave

Parents/Carers do not have the right to remove their children from school during term time without prior permission and agreement by the Headteacher or those granted that level of authorisation by the Headteacher. In the event of exceptional circumstances parents may request leave during term time in writing and using an Exceptional Circumstances request form available on the school website. Each application will be considered by the Headteacher, following a conversation with the parents/carers, who will decide whether or not the absence is to be authorised and the number of days.

Please note leave will not be considered retrospectively.

In the event that unauthorised leave is taken, then the school will consider a fixed penalty fine.

Please note, it has been agreed across the Aireborough Trust that we cannot take into consideration the impact of other Local Authority school holidays, continental shift patterns or public service shift patterns when considering holiday and leave requests.

Fixed Penalty Fines

Under the latest Government Legislation parents / carers who take their children out of school during term time, without authorisation, may be issued with a fixed penalty fine by the Local Authority and could face possible prosecution in court.

In Leeds, a penalty notice will be issued for unauthorised absences of five days or more within a twelve-week period and as an Aireborough Learning Partnership Trust School we are fully committed to this policy.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

- Attendance
- Behaviour Management
- Health & Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter. Helping to create a pattern of regular attendance is everybody’s responsibility- parents/carers, pupils and all members of school staff.

School Responses to Absence

At Yeadon Westfield Infant School we value great attendance and work in close partnership with parents and carers to ensure every child is accessing their education. As with every school, and in line with DFE guidance, we make a distinction between ‘authorised absence’ and ‘unauthorised absence’. Below are some examples of both, but please be aware this list is not exhaustive:

Authorised Absence	Unauthorised absence
<ul style="list-style-type: none"> • Medical appointment (with letter) • Illness • Family bereavement • Religious observance (2 days max) 	<ul style="list-style-type: none"> • Unexplained absences • Family holiday in term time • Truancy • Birthdays

Our responses to non-attendance are evidence based and intended to be implemented at the point of most impact. Below are the key stages for parents and carers to be aware of:

- 97% +** Attendance is positive and a cause of celebration.
- 93% -97%** Attendance is reasonable but could be improved. School will monitor.
- 90% – 93%** Attendance is becoming a concern. A letter outlining the risk of persistent absence will be issued other than in exceptional circumstances.
- <90%** Absence may no longer be authorised without a medical note.

If attendance is 75%-90%, parents/carers may be invited to a meeting to explore how they and school can work together to improve attendance. If attendance does not improve in an agreed period, then the school will explore the following options. See Appendix A.

- 75% - 90%** In the event that attendance is between 75% and 89.9% or if there are ten missed sessions over a twelve-week period, the school will undergo a risk assessment and, unless there is absolute satisfaction that the absences were unavoidable, school will undertake the 'FastTrack' initiative in line with DfE guidance. This will then lead to a period of monitoring for twenty days and if there is no immediate improvement, a School Attendance Panel will be convened, and a fixed penalty notice warning letter may be issued. Once a fixed penalty notice is issued, any further unauthorised absence could lead to a fixed penalty fine.

- <75%** Where attendance is below 75% there will be an ongoing risk assessment of whether to recommend a 'FastTrack' process or pursue further levels of prosecution. Only cases that have unavoidable circumstances or those that have shown significant improvement over a six-week period will avoid recommendations for prosecution.

Although we are aware that there are times absence may be inevitable or unavoidable, we commit to undertaking a thorough risk assessment process for cases under 90% to ensure that our decision making is fair and consistent.

Children Missing Education (CME)

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the Leeds Children's Services LA procedure and contact: cme@leeds.gov.uk. Tel: 0113 3789686.

Appendix 1



Yeadon Westfield Infant School Record of a Meeting with Parent (s)

Status of Meeting:	School Attendance		
Name of Pupil:			D.O.B.:
Address:			
School:			
Date:			
Present:			
Apologies:			
Summary of the discussion:			
Agencies involved:			
Siblings:		School:	
Support Plan		ACTION BY:	
1.			
2.			
3.			
4.			