



Windmill Values and Vision

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

Attendance Policy

TARGET FOR 2019-20: 96% ATTENDANCE (MINIMUM) AND 4% ABSENCE (MAXIMUM)

We promote regular attendance to families, pupils and teachers. We keep attendance high profile by displaying weekly class attendance percentages and highlighting this in classes and in assemblies.

Children are expected to attend school for the full 189 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 make contact with the school to explain the child's absence, the school administrator 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

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 a non-uniform day, plus some spending money for a class treat.

The school will reward children with 100% attendance with a certificate and muffin each term. Children will also earn ClassDojo points.

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 and Education Welfare Officer.

Completing the register

Class teachers 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 to records of achievement.

### 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, they are also less prepared for the lessons building on that after their return. We seek to avoid the consequent risk of underachievement.

Parents are strongly urged to avoid booking a family holiday during term time. Parents do not have the right to take their child 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 intended absence.

### Lateness

School begins with doors opening at 8:45am and all pupils are expected to be in school for registration at this time. Any child arriving later than 8:50am should enter the school via the main entrance reporting to the school office. Arrival from 8:50am to 9:30am is classed as late and arrival after 9:30am 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. The child 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 own 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.

What can parents 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.

### **If parents 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.

### **If it continues .....**

- Parents may contact the Education Welfare Officer who will work with them and the school to resolve the situation (number available from the school office).
- The school may ask the EWO to follow recognised procedures, including legal action where necessary

Please also refer to guidance from the Department for Education, 'School Attendance' (October 2014) and 'Parental responsibility measures for school attendance and behaviour' (September 2010).

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

## Children Missing in Education (CME)

All children missing education are vulnerable. It is widely accepted that they are likely to underachieve academically, and evidence suggests they may also be at greater risk of abuse, exploitation and neglect than their peers. That is why we follow up suspected cases of CME promptly and in conjunction with the Attendance Support Team at Telford & Wrekin Council. We follow their Children Out Of School (COOS) protocols (see Appendix 1).

Mark Gibbons, Headteacher  
Autumn 2019 (Review date Autumn 2020)