



Chestnut Nursery School



Attendance Policy

Exeter Children's Federation

Approved by: Martyn Boxall
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Chair of Governros

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Next review due by: Spring 2019



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Exeter Children's Federation Attendance Policy

Our school is committed to providing a full, happy and successful educational experience for all pupils. We believe that if pupils are to benefit from the education we offer and to have a successful school career, good attendance is crucial. As a school, we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance are identified and addressed as speedily as possible.

We give a high priority to conveying to parents/carers and pupils the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and have established strong home-school links and communication systems that can be utilised whenever there is concern about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible, aimed at returning the pupil to full attendance.

As a Federation we aim to:

- encourage full attendance and punctuality
- record and monitor attendance and absenteeism and apply appropriate strategies
- acknowledge and reward a successful record of attendance
- ensure a consistent approach throughout the schools

Statutory Duty of Schools

The Education Act 1996 requires parents/carers to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. The law says that parents/carers do not have an automatic right to take their child out of school for holidays during term time. Schools have responsibility for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll. Parents/carers are legally responsible for ensuring that a child of compulsory school age attends school regularly. We work to ensure that all pupils feel supported and valued and if a pupil is absent, she/he will be missed and the absence will be investigated. We work with all members of the school community and the Education Welfare Service in maintaining an effective whole school attendance policy. We encourage parents/carers to be actively involved in promoting their child's full attendance and



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punctuality. We ensure that all staff are aware of the requirements of the registration process and that they are aware of the regulations relating to attendance. Regular information is provided to parents/carers and pupils informing them of attendance rates and related issues. Monitoring and evaluation procedures are consistent and rigorous.

Absences during Term Time:

Parents are informed, in newsletters and in the prospectus, that they do not have an automatic right to holiday absence. Absences can only be authorised in exceptional or unavoidable circumstances and this is at the discretion of the Headteacher/Chair of Governors.

Parents/carers are required to complete the school's absence request form (L5 available from the schools office) to request absence for their child. This must be applied for in advance and if the school refuses your request and the child is still taken from school, you may be liable to a Penalty Notice for each child, payable by each parent/carers, or the subject of court proceedings which could result in a fine up to £2500 and/or a term of imprisonment of up to 3 months.

If your child's attendance falls below 95% you may receive a concern letter from school, if there is no improvement, medical evidence may be required for any absence to be authorised. Ten unauthorised absences (sessions) could lead to formal proceedings

Procedures at Montgomery and Wynstream Primary Schools:

- Teachers have responsibility for ensuring registers are completed accurately. Advice is offered by office staff where necessary.
- All absences are questioned and reasons sought. Parents/carers are asked to phone the school on the first day of absence with an explanation about why the child is not coming to school. Parents/carers should advise us daily of updates until the child returns. Registers are coded accordingly. Unexplained absences are followed up by office staff, by text, telephone, or by letter. If an explanation is still not provided, the absence is recorded as unauthorised.
- If a child is absent with no reason given a member of staff will telephone the parent/carers. If the parent/carers is unavailable the school office will contact other contact numbers available to ensure the safety of the child. If office staff are unable to establish the safety of a child absent from school they will refer to the Deputy Safeguarding Officer who will risk assess the situation and record on the child's (CPOM) record the outcome of the risk assessment. On occasions it may be necessary to contact the EWO and/or visit the home address. If a home visit is necessary it will be conducted by two members of staff from the school or a member of the school staff and the EWO.



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- Parents/carers taking their children out of school when this has not been authorised are reported to the Educational Welfare Officer, who may take appropriate action.
- The school sets an attendance target each year and this is shared with parents and children.
- Each child's attendance information is shared at parent consultation sessions.
- The Educational Welfare Officer (EWO) visits the school regularly to check registers and discuss any patterns of absence or lateness with a member of the Leadership Team. If a child is causing concern, the EWO will contact the family and offer support if required. Parents/carers who do not respond proceed to more formal contact.
- Longitudinal study of attendance will be carried out regularly. If children are causing concern, parents/carers may be sent a sequence of school letters and may then be referred to the Education Welfare Service for further action.

Key times at Montgomery Primary School

- The school opens at 8.45 a.m. for registration at 8.55 a.m.
- Children arriving after 8.55 a.m. when the doors have closed, should come via the office where they will get their mark in the register to show the child is 'LATE'.
- Children arriving after 9.05 a.m. are registered as 'LATE AFTER REGISTRATION,' this is an unauthorised absence.

Key times at Wynstream Primary School

- The school opens at 8.30 a.m. for registration at 8.40 a.m.
- Children arriving after 8.40 a.m. when the gate has closed, should come via the office where they will get their mark in the register to show the child is 'LATE.'
- Children arriving after 8.50 a.m. are registered as 'LATE AFTER REGISTRATION,' this is an unauthorised absence.