

Attendance Policy

Reviewed on : Summer 24

Next date of review: Summer 26

Signed by: ………Lynn Wong …………………

Wheatley Area Learning Partnership (WALP) Attendance Statement

(WALP schools includes: Wheatley Park, John Watson School, Little Milton, Great Milton, Wheatley Primary School, Garsington Primary, Sandhills, Beckley and Marsh Baldon)

Being around teachers and friends in a school environment is the best way for pupils to learn and reach their potential. As a local partnership of schools, we are committed to working together on attendance as we firmly believe that being at school every day is a really important part of succeeding in education and in life. Improving attendance is everyone’s responsibility and we collaborate closely as a partnership in promoting attendance and supporting families to identify and address challenges.

Attendance is important because:

1. All young people have the right to full time education. Schools have a legal duty to ensure that they take up this right.
2. Regular attendance and punctuality is absolutely key to pupil achievement. They cannot achieve if they are absent from school.
3. Poor attendance impacts children’s mental health, including lower self – esteem and poorer social skills leading to pupils becoming isolated from their friends. This may result in unsettled behaviour, separation difficulties and increased anxiety. Increased anxiety about attending school can lead to additional stress for parents.

4. Positive attitudes towards attendance enable pupils to maximise their opportunities both in school and in later life.

**Wheatley Nursery School Principles**

Wheatley Nursery School staff and governors recognise that nursery education is non-statutory. However, nursery places are a valuable resource, and it is expected that parents/carers will view their children’s attendance as a serious commitment to the school and that they will avoid wasting a place which could be used by others.

Children who attend nursery regularly are more secure and better able to engage with the learning environment. **Responsibilities of Wheatley Nursery School**

· To provide positive messages to parents/carers about the importance of good attendance.

· To keep records of attendance which clearly distinguish between authorised and unauthorised absence, show lateness so that patterns may be addressed and provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.

· To recognise that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Safeguarding policy & procedures. For children already known to services, poor attendance indicates that the child is at increased risk.

· To inform the Headteacher if staff have concerns about a child’s attendance or punctuality. The Headteacher (or DSL) should inform the Children’s Social Care Assessment team if poor attendance indicates that the child’s welfare could be in jeopardy.

· To share attendance figures with parents and carers and to target attendance where it has been an issue and set in place strategies to support improvement.

**Responsibilities of Parents / Carers**

· To bring and collect their children promptly.

· If their child is absent from nursery ,to call daily with a reason for their child’s absence. If there is no call, we will attempt to make contact with the parents. We recognise that nursery children are likely to have some absences due to their own illness or illness of other members of their families.

**Long-term unexplained absence**

We have the following procedure in the event of regular or long-term absence due to circumstances other than illness:

1. The key person discusses concerns with the Headteacher.

2. The key person has informal discussion with the parents/carer and reports back to the Headteacher.

3. In all cases of long-term unexplained absence, the DSL will consider whether the absence indicates a safeguarding risk. If safeguarding concerns are identified the school Safeguarding policy and procedures will be followed.

4. If a child is still regularly absent or has not returned to school: Headteacher writes to the parent/carer enclosing a copy of the policy and inviting them to come to school to discuss the matter

5. If the situation remains unresolved and the child is still frequently absent or has not returned then the Headteacher will write to the parents/carer withdrawing the place. A copy of the letter is filed in the school office.

**Systems to monitor attendance and punctuality.**

Any absence with no prior explanation will prompt a first day contact.

Systems to monitor attendance will include:

· A telephone call to establish the reason for non-attendance.

-Three contact details will be kept on each child.

· Further follow up telephone calls if unexplained absences continue.

· A email will be sent when contact cannot be made by telephone call.

· A home visit may be considered when attendance is inconsistent.

**Monitoring and evaluation of attendance data**

Children’s attendance patterns will be regularly monitored and any particular concern discussed with parent or carer. Attendance figures will be shared with staff and the Governing body termly.

**Policy links**

This policy links to the Safeguarding policy