

Attendance Protocol

'Be the best that we can be'

At Whitkirk Primary School, we believe that education is important. Missing school means missing out. Children should be at school on time, ready to learn, every day that school is open. All children have the right to a full-time education and, as a school, we have a legal responsibility to follow up every absence. We understand that sometimes children get ill and that families can go through unsettled times, which can make getting to school more difficult. We firmly believe that strong, positive relationships are essential and any problems regarding attendance are most effectively dealt with through communication between home and school at an early stage. We want to ensure we provide the most appropriate support to help your child attend school on time, every day.

We are part of Red Kite Learning Trust and work with them to improve your attendance.

The school Attendance Lead is Mrs Audsley. The school's Senior Attendance Champion is Mr Sadler.

How do we monitor your child's attendance?

If your child is absent from school, first we will phone you. If we have no response, we will complete a home visit.

- 95.5%** Your child's attendance target
- Below 95%** Child's attendance monitored by school
- Below 90%** Child is considered a persistent absentee

190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR	10 DAYS ABSENCE 180 DAYS OF EDUCATION	19 DAYS ABSENCE A MONTH MISSED OF EDUCATION	29 DAYS ABSENCE A WHOLE HALF TERM MISSED	38 DAYS ABSENCE 2 MONTHS OF SCHOOL MISSED	47 DAYS ABSENCE NEARLY 1/4 OF SCHOOL YEAR MISSED
100%	95%	90%	85%	80%	75%
Good Best chance of success!!		Worrying 30 hours of maths missed 45 hours of English missed 15 hours of playing with friends missed 12 hours of PE missed		Serious concern—possible court action 50 hours of maths missed 75 hours of English missed 25 hours of playing with friends missed 20 hours of PE missed	

Daily routines

- Families are welcome to arrive on site from **8.30am** each morning. **Please note children should not be on site prior to this time and unless in Year 6 and walk to school alone, should be supervised until 8:45am.**
- School's official start time is **8.45am**. Registers open at **8.45am** and close at **9.15am**. Children are marked either present or absent by the member of staff taking the register.
- Playground doors close at **8.50am**. Children arriving after this time should enter school via the main office door.
- When entering through the school office, parents/carers are expected to sign their child in using the school Inventory system, giving a **specific** reason for why they are late.
- Parents should make telephone contact on every day of absence by 8.45am, unless the Attendance Lead has received advance notification of the absence and length of time the pupil is expected to be absent from school. Please call **0113 2606203** and press **1**. A message facility is available if the phone can't be answered. Please leave the child's name, class, and a **specific** reason for absence (more detail than 'feeling unwell' is required).
- School uses the NHS guidance ([Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)) to decide which sickness absences are authorised. Parents are encouraged to familiarise themselves with this guidance and look at what will and will not be authorised.
- Arrivals between 8.50am and 9.15am receive a late mark (L) on the register. This does not affect the child's attendance. Late marks will be monitored.
- Arrivals from **9.15am** receive a 'Late after registers have closed' (U) mark on the register. This mark means an unauthorised absence for the morning session and will affect the child's attendance.
- Where no contact with school has been made, the Attendance Lead will attempt to contact parents/carers on any day of absence. If there is no contact from home regarding reason for absence, the absence will be marked as unauthorised (O) at the end of the school day.
- Home visits will be made on the third day of absence for all students where contact has not been made. Home visits will be made on first day of absence to pupils whose attendance is causing concern.
- Confirmation of illness may be requested to support the authorisation of an absence (particularly those which last longer than three days). Examples include medical appointment cards, text messages, prescriptions, hospital letter, note from a pharmacist. We do not ask for proof unnecessarily.

Medical / Dental appointments

- If a child has a planned medical/dental appointment, advance notice is required. Confirmation of appointment can be shown to a member of staff in the school office, or an email sent to wpsattendance@wps.rklt.co.uk with a photo/ screenshot of the appointment card, letter, email or text message.
- For on the day/ emergency appointments, please provide confirmation on your child's arrival at school, or when they are collected for their appointment, otherwise the absence will be marked as unauthorised. Children are expected to attend school before their appointment and/or return to school straight after.

Celebrating Good and Improving attendance

- The school attendance target is 96.5%.
- Class attendance is celebrated weekly in the school newsletter and at celebration assemblies. Certificates for 1st, 2nd and 3rd place are displayed outside classrooms and stars are added to their jars on display in the Large Hall. Each half term, the class with the most stars in their jar receives a class prize, certificate and trophy for the classroom.
- Attendance is celebrated through targeted attendance reward weeks, where there will be opportunities for all children who attend to earn prizes.
- Improved attendance is celebrated in July through prizes for the most improved attendances from the previous year.

Monitoring

- Pupils' attendance will be monitored closely by the Attendance Lead and senior leaders. Attendance data of all pupils will be collected and analysed regularly to identify those families who may require extra support.
- The Attendance Lead will have an overview of pupils whose attendance causes concern and will investigate reasons for and patterns of absence. From here, school will work with parents/carers to determine the most appropriate support to address this.
- Stage 1 procedures (such as family meetings, or attendance letters) are documented and evidenced.

Persistent absentees

- The school has a special responsibility to reduce the number of children whose attendance falls below 90% over the school year (whether those absences are authorised or not). These are called 'persistent absentees' by the Government.
- At the start of the academic year, pupils who had an attendance below 90% the previous academic year will be sent a letter to notify parents/carers that their attendance will be monitored by the Attendance Lead and Senior Attendance Champion.
- The attendance team will collect and analyse data to support school to identify persistent absentees from the start of the school year. From this, we will be able to work with families to identify strategies that will support them to improve their child's attendance. School will need support from parents to tackle persistent absence, as it is the parents' responsibility to ensure their child attends school.

Leave of Absence from school during Term Time

- Where a child is taken out of school during term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Following Government legislation, and RKLT policy, no holidays will be authorised in term time. Headteachers are only able to grant leave of absence in exceptional circumstances and this is at their discretion. Examples of exceptional circumstances can be found in the Red Kite Attendance Policy.