



Attendance Policy

2024

This policy was adopted on:
The policy will next be reviewed on: September 2025

We are journeying together, in partnership, to support and empower each other to live our lives fully as happy, confident, knowledgeable and compassionate people.

Our Christian values inspire us to serve one another and the wider community and value the world around us.

We aspire to be better than we were yesterday and for every child to feel they have achieved. We value the contribution every person makes, as unique individuals, wonderfully made in the image of God.



1 Introduction

1.1 We know that good attendance has a significant impact on the progress and attainment of every child and it is our aim to work with children and their families in order to achieve the best possible outcomes for all.

1.2 Attendance at Fittleworth C E Village School is monitored by West Sussex County Council who allocate each school an annual attendance target. It is our aim to maintain our attendance at the highest level and restrict any absence to the absolute minimum.

1.3 We expect each child to achieve an attendance of 97% or more. Data clearly shows that attendance is closely linked to progress and attainment, so good habits started now will support each child in achieving their best throughout their school years. Positive relationships should be built between home and school that can be the foundation of good attendance. The relationship between attendance and achievement should be communicated to parents.

1.4 This policy considers the specific needs of individual pupils and pupil cohorts and will be applied fairly and consistently, always with consideration of the individual needs of pupils and families who have specific barriers to attendance.

1.5 Attendance for those children in years 1-6 is mandatory. Children in those year groups must attend school during every session when attendance is required.

Children in Reception can attend school full time from September. If Reception children are born between January 1st and August 31st they may attend school part time until the term they become 5 but a fixed timetable for attendance must be arranged with the school.

When a child in Reception reaches the term in which they are 5, then it is mandatory that they attend school on a full time basis.

1.6 The Senior Attendance Champion responsible for attendance is Liz Wilmshurst. She can be contacted at lwilmshurst@fittleworth.school or 01798 865419

2 Attendance

2.1 Pupils are registered twice each day. The first registration takes place at the start of the school day and the second registration is at the start of the afternoon session.

2.2 The registers are taken online using Bromcom. The online registers are checked by office staff to monitor any absence. If a parent has failed to

report an absence by 9.30am a call is made to ascertain the child's whereabouts. A record is kept of this call in the absence diary. Where an absence is not reported and unaccounted the matter is referred to the Head teacher and further action may be taken. This could be a visit by the head to the home of the child or a referral to the Pupil Entitlement: Safeguarding in Education team, for example.

2.3 If a student is unable to attend school it is the responsibility of the parents/carers to contact the school on the first day of absence by calling 01798 865419 or emailing the school at office@fittleworth.school. During this call, a clear reason for absence should be given with an estimated date of return. Parents should contact the school on every subsequent day their child is absent.

2.4. Where reasonably possible we will hold a minimum of two emergency contacts for every pupil. This information will be obtained when children are initially admitted to school, and updated on an annual basis.

2.5 Persistent or repeated absences during which there has been no appropriate explanation by parents/carers will warrant intervention, initially by the School Attendance Champion who will make every effort to contact the parents/carers. This will be followed by intervention from the Pupil Entitlement: Safeguarding in Education team.

2.6 Staff will consistently promote the benefits of good attendance at school, set high expectations for every pupil and communicate those expectations clearly and consistently to all pupils. Good attendance is actively promoted by all staff to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance is not seen in isolation, and effective practices for improvement involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium.

2.7 Attendance is monitored on a daily basis. Any absence that is deemed a cause for concern is immediately reported to the School Attendance Champion. A report is compiled each half term setting out the attendance of all children, and action taken as appropriate. Children's attendance is reported to parents through the biannual reports and is raised at the biannual parent consultations if warranted. The headteacher's report to Full Governor meetings provides detailed attendance of all children and specific groups including children who receive free school meals, are on the Send register and are deemed vulnerable.

2.8 The school's strategy is to use attendance data to help target attendance improvement efforts to those pupils or pupil cohorts who need it most. The key to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to

look at historic and emerging patterns across the school and develop strategies to address them.

3 Lateness

3.1 Registration in the morning is between 8.50-9am. After 9am the register will close. Registration in the afternoon is between 1-1.10pm. Students arriving after these times will be marked as U.

3.2 If pupils are persistently late for school the head teacher or class teacher will have a conversation with the parent to ascertain the reason for the lateness and to find out if the school can provide support in order to allow a punctual start to the school day.

3.3 If lateness persists then a letter will be sent home and the matter will be reported to members of the School Governing Body. Intervention may be requested from the Pupil Entitlement: Safeguarding in Education team.

4 Holiday

4.1 Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a pupil can be away from school if the leave is granted. These amendments came into force on 1st September 2013.

4.2 If Parents want to request an absence from school for their child they must complete a Notification of absence form. This can be found in the 'Letters Home' section of the website or a paper copy is available from the school office. This must be completed in advance of the proposed absence.

4.3 Parents should not routinely plan holidays that fall outside of published school holidays.

4.4 During May children's progress and attainment is formally tested and reviewed. We would ask that parents ensure punctuality and avoid taking children out of school at this time. We would also ask that parents make every effort to book medical and dental appointments out of school hours whenever possible.

5 Attendance and the Law

5.1 The law states that parents are responsible for ensuring their children's regular and punctual attendance at school.

5.2 We will work with parents to try and overcome all obstacles to good attendance, giving support wherever possible. If voluntary support to parents has not been effective or parents have not engaged with us then the following measures may be taken:-

5.3 We have legal powers to use attendance contracts; education supervision orders; attendance prosecutions; parenting orders; and fixed penalty notices to address poor attendance and behaviour in school.

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5) •

School attendance parental responsibility measures Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police January 2015

School attendance Guidance for maintained schools, academies, independent schools and local authorities May 2022

Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities Published: May 2022 Applies from: September 2022

Working together to improve school attendance: statutory guidance for maintained schools, academies, independent schools, and local authorities Published: August 2024