



Waterloo
Primary Academy

Attendance Policy

Approved & Adopted: September 2010

Responsible Personnel: Pastoral Team

Policy Last Reviewed/Approved: October 2023

Review Period: Annual

Review Date: October 2024



General Principles

At Waterloo Primary Academy, we strive to ensure that all our pupils benefit fully from their education. It is vital that all pupils attend school regularly and punctually. It is our responsibility, alongside governors and parents, to encourage full-time attendance and to monitor and support where necessary.

Strategic Framework

This policy is adopted to ensure that our school attendance procedure compliments our vision and other key policies, including safeguarding, and meets statutory requirements and pays due regard to legislation.

Aims and Objectives

At Waterloo Primary Academy, we aim to:

- provide our children with a welcoming, positive atmosphere where they feel safe and valued
- embed high standards of attendance and punctuality throughout the school and nursery to impact positively on children's learning
- audit attendance registers regularly, highlighting absences, patterns and persistent lateness
- work closely with parents and inform them of any concerns regarding attendance and punctuality at the earliest opportunity
- achieve national average attendance data or better
- work closely with Pupil Welfare Services to monitor attendance and offer additional support where necessary

Legal Obligations

At Waterloo Primary Academy:

- we take a register twice a day, morning and afternoon. Registers are a legal document and are completed accurately
- absences are recorded accordingly and are authorised at the Head of School's discretion. Parents are asked to provide medical evidence for absences in relation to illness.
- we monitor school attendance and punctuality following school procedure and contact parents or the Pupil Welfare Officer where appropriate
- we safeguard all pupils. Should a pupil be absent for 10 consecutive school days with no parental contact or acceptable explanation, a home visit will be conducted and pupils will be referred to the Pupil Welfare Service. Pupils who cannot be located will be referred to the police for welfare checks (and Social Care where applicable). If they are



still not located after a further period of investigation, they will be placed on the Local Authority's Missing from Education register for further investigation.

- children with 90% attendance or less are considered 'persistently absent' and will be monitored by the Pupil Welfare Service

Attendance Initiatives

Whole school attendance is monitored through data and register audits. Pupils who have regular absences, without appropriate evidence, may be referred to an attendance initiative supported by the Pupil Welfare Service. These take the form of:

- Casework support. This involves visits to the family home and working alongside the law regarding school attendance.
- Fast Track to Better Outcomes. This is a letter based initiative reviewing school attendance, regularly requesting parental contact should you wish to discuss your child's circumstances.
- Penalty Notices. Notices for unauthorised absences, including persistent late arrival into school may be issued. This involves an opportunity for improvement with an identified 15-day warning period where no unauthorised absences or late arrival into school should be noted without medical evidence.

Requests for leave during term time will not be authorised unless it is considered to be exceptional circumstances.

Parents/carers have a duty under Section 7 of the 1996 Education Act to ensure the regular school attendance of a child of compulsory school age. Failure to do so may result in legal action. Please be advised that this legislation will be implemented should attendance fail to improve.

The Role of the Pupil Welfare Service

The Pupil Welfare Officer will:

- meet with the attendance team at all levels regularly, to share information, analyse data, provide support regarding improving both individual and overall school attendance and safeguard pupils
- manage an agreed cohort of pupils and implement a combination of casework and initiatives
- make home visits as agreed by school

School registers will be audited regularly by the Pupil Welfare Service for quality assurance.

Parents Are Encouraged to:

- instill the value of education and regular school attendance and punctuality within the home environment





- contact the school if their child is absent with an explanation and the expected date of return. Follow this up with medical evidence if absences are through illness.
- avoid unnecessary absences. Wherever possible, make health and dental appointments outside of school hours. If this is unavoidable, children should attend

school prior to, or after the appointment. Medical evidence should be shown to ensure the absence can be authorised.

- ask the school for help if they or their child is experiencing difficulties
- inform the school of any change in circumstances that may impact on their child's attendance
- avoid taking their child on holiday during term time
- attend meetings when required
- link in with the pastoral team for additional family support when needed

Parents should not keep their child off school to help at home or to look after other members of the family. Should a pupil be acting as a young carer, the family are asked to advise school, as appropriate support can be offered to the pupil.

Attendance codes

Attendance	Description
/	Present – AM
\	Present – PM
B	Educated off site (not dual reg.)
C	Other authorised circumstances
D	Dual Registration (attending other site)
E	Excluded
F	Extended family holiday (agreed)
G	Extended family holiday (not agreed)
H	Annual Family holiday (agreed)
I	Illness (not medical/dental appointments)
J	Interview
L	Late (before registration closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Circumstances
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit
W	Work experience



#	School closed to pupils
#	School closed to pupils and staff
Y	Enforced closure
X	Non-compulsory school age/COVID-19 absence
Z	Pupil not on roll
-	All should attend/No mark recorded
@	Do not use



Hierarchy for Excellent and Concerning Attendance and Punctuality

100% Congratulations!
All children will be invited to attend Blackpool's 100% Attendance Party
Responsibility: Family, School and Blackpool Council
97%: Well done! Less than 6 days absence in a year
Excellent attendance! These young people will almost certainly make the best learning they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
Responsibility: Family and School
95%: Well done! Good but 10 days absence in a year
Still good! These pupils are likely to achieve good learning progress and form a habit of attending school regularly. Pupils who take a 2 week holiday in the school term time can only achieve 95% attendance at very best! Schools to monitor and track pupil attendance.
Responsibility: Family and School
90%: 20 days absence in a year. Persistent Absence.
Young people in this group are missing a month of school per year. It will be difficult for them to achieve their best. They are at real risk of underachieving and developing poor attendance attitudes. The Government classes children in this group as "Persistent Absentees". Parents of young people in this group could also face Fast Track, Penalty Notices or Legal proceedings being initiated against them if rapid and sustained improvement is not seen.
Responsibility: Family, School and PWO. Legal involvement
85%: Safeguarding with 30 days absence a year.
Young people in this group are missing six weeks of school per year; it will be extremely difficult for them to keep up with work and they are unlikely to achieve.
Responsibility: Family, School and PWO. Legal involvement
80%: Neglect with 40 days absence a year.
Legal proceedings will be in operation. The child is at serious risk of underachieving and also being vulnerable to crime or safety concerns.
Responsibility: PWO, Family, School and Legal involvement
Persistent Late Arrival at School
Penalty Notices can be issued.



Responsibility: Blackpool's Legal Department, Family, School. Court proceedings ready.

