

The Martin Wilson School Attendance Policy

The Staff and Governors at The Martin Wilson School are keen to encourage children to attend school regularly and punctually whenever they are fit to do so. In furtherance of these aims, the following procedures are followed:

1. Children are encouraged to arrive at school by 8.50am, when the doors are opened.
2. Doors are closed and registers called at 9.00am.
3. Children who arrive after 9.00am are required to report to the office to enter their names in the late book and, if necessary, to order a school lunch.
4. Children arriving after the register is closed are recorded as arriving late.
5. The administration staff keep a record of the arrival times of any children who are late.
6. Parents / carers are asked to inform the school of the reason for their child's absence. The Headteacher makes the final decision as to whether or not an absence will be authorised.
7. The Governing Body can consider leave from school for pupils in very exceptional circumstances, this function delegated to the Headteacher. This will not, however, include economic reasons or parents' leave from work.
8. The Headteacher, Administrator and Educational Welfare Officer regularly study the computer analyses of children's attendance. Where there is concern about attendance, various courses of action may be taken:
 - The administration staff may send a standard letter seeking an explanation for any unexplained absences or late arrivals.
 - A letter may be sent to parents / carers if their child's attendance falls below 95%.
 - The child's teacher may share concerns on Parents' Evening.
 - The Headteacher may contact the parents to discuss concerns over absence or lateness.
 - The EWO may contact parents / carers to discuss concerns over absence or lateness.
 - The EWO may contact Social Services to request a case conference to examine the needs of children whose parents / carers are failing to ensure their good attendance.
 - In extreme cases, the EWO may instigate legal proceedings against parents / carers who fail to ensure that their children are attending school properly.
9. Parents / carers are issued with a copy of their child's attendance record as part of the child's annual report.

10. The school completes the termly census for the Department for Education, this containing data on attendance and pupil absences, the results then analysed and compared with those of other schools.

11. A rewards system is in place:

- A weekly attendance trophy is awarded to the class with the best attendance that week
- A termly attendance prize is awarded to the class with the best attendance that term

Policy reviewed: 06/12/22

Standards and Curriculum Committee

Policy reviewed: 24/02/25

Full Governing Body