



THE
WESTCLIFFE
FEDERATION

Attendance Policy

Approved by: Governing Body

Date: March 2024

Next review due by: March 2026



Introduction

We are a successful Federation of four schools and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time and regularly.

Regular Attendance

Learning- any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. There are children who, through agreement and reasonable adjustment, will have absences but there are reasons why.

Safeguarding- your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of the Federation of schools', promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour
- Health & Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter.

The Law

The Law relating to attendance comes under Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable: -

1. To age, ability and aptitude and
2. To any special educational needs, he/she may have

Either by regular attendance at school or otherwise'

The Law relating to Safeguarding comes under Section 175 of the Education Act 2002 which places duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Absence Procedures

If your child is absent you must:

- Contact the school as soon as possible explaining the reason for the absence
- If the absence is more than one day, you must inform the school office every day of your child's absence

If your child is absent we will:

- Telephone you by 9.30am on the first day of absence
- We will continue to telephone every day your child is absent if you do not contact us

- If you do not inform us of your child's absence, we will refer to the Education Welfare Officer who will follow up the absence – this may be a telephone call or unannounced home visit – the Federation EWO is Emma Sanders.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher, receiving vital information about the school day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Persistent lateness will result in Education Welfare involvement.

Summary

The school has a legal and moral duty to promote attendance. Equally, parents have a duty to make sure their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

