

WINTON PRIMARY SCHOOL



ATTENDANCE POLICY

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Registration

It is important that teachers are in their year base ready to meet the children as they arrive for registration both at the start of the morning session and the afternoon session.

Registers will be brought to the classrooms by register monitors (pupils from Year 4)

In the morning the teacher should start to take the register at 9.00 am in KS2 and 9.05 am in KS1. The registers should not be closed until 9.05 or 9.10 respectfully. Afternoon register is at 1.05 pm for both KS1 and KS2 with registers closing at 1.10 pm. Teachers must use the agreed code marking children present in red and absent in black.

Absence Notes

At morning registration class teachers should ask if any child has an absence note, collect them in and enter the appropriate code in the register then initial and (if necessary) date the note.

Notes from the office with messages received by phone will be in the registers in time for the afternoon registration. It is important that these are read and the appropriate code put in the register.

NOTES SHOULD NOT BE INITIALLED UNTIL AFTER THE CODE HAS BEEN ENTERED.

Initialed notes will be removed from the register after the following morning registration and returned when initialled by head/deputy.

It is the responsibility of the class teacher to 'chase' absence notes.

All absence notes must be kept safely throughout the year and stored for a further two years.

Procedure for when explanation has been given for an absence

At the end of each month a member of the office staff will check for unexplained absences. Letters will then be printed to send to parents. They will be signed by the head or deputy. If no response is received a further letter asking for a meeting with the parent will be sent.

Meetings with EWO

- A. At the end of each half term the head or deputy will meet with the EWO to discuss:
 - 1) Children with unexplained absence.
 - 2) Children whose attendance is below 90%
 - 3) Other children whose pattern of absence is causing concern
- B. Each fortnight the head or deputy will briefly meet with the EWO to share information and/or concerns.

Formal referrals to EWS

Formal referrals to the EWS can be made at any time. In every case parents will have to be contacted prior to the referral being made.