



Thorpepark

# **ATTENDANCE AND PUNCTUALITY POLICY**

**Date policy reviewed: June 2019**

**Date approved by Governing body: Summer Term**

**Person responsible for this policy: Attendance Team**

**VERSION 3.0**

Good attendance and punctuality are important if teaching and learning time is to be maximised and the child is to receive a full curriculum entitlement. The school aims to achieve good attendance and punctuality by operating a policy within which staff, pupils, parents and the Education Welfare Service can work in partnership. The school monitors attendance and lateness and addresses identified problems. It is important that there are clear procedures with regard to these two issues. Mobility is an issue in this school. It is essential the impact is minimised on individual children and on the school's progress.

## A. ATTENDANCE

It is the parent/carers legal responsibility to ensure their child/children attend school regularly unless they are ill. The school has a responsibility to do all that it can to ensure this happens.

### Children under legal school age

All parents are informed of the expected level of attendance and if the Foundation Unit is over subscribed the Head of School has the authority to withdraw a place from a child who has a poor attendance record.

It is our collective responsibility to impress on the children and parent/carers that regular attendance is important. This is done in the following ways:-

1. Attendance has a high profile. Newsletters are sent to parents to remind them of the importance of good attendance. In the newsletter parents are also told the whole school % attendance.
2. Attendance is discussed with pupils each week during an assembly – taken by Head of School. Good attendance is promoted and rewarded by Thorpeton's points, certificates and badges.
3. Certificates are awarded weekly on occasions and ½ termly, termly and yearly. Improved attendance certificates are also awarded. (see Appendix 1).
4. Attendance has a high profile in any communication with parents and at a meeting for parents whose children are starting school. The Head of School stresses the importance of good attendance to other new admissions.
5. Attendance is celebrated every week in class. There is an attendance chart in the main reception area; which is updated every week.
6. The school no longer accesses the Education Welfare Service. We only use them for the legal statutory requirement such as fixed penalty notices and court appearances. Fixed penalty notice referrals are made when needed after following the Education Welfare Service's guidelines and procedures. The administrative team check all registers both morning and afternoon and liaises with the welfare team about any visits to the home. Discussion then takes place with Head of School on further action if the problem continues.
7. Wendy Mortimer is our Home School Support Officer and Aaron Marshall is our Emotional Well Being Behaviour and Welfare Officer and both are school based. They both attend any first day absent visits and are responsible for supporting children who are excluded from the school. The welfare team also helps bring pupils to school when parents are unable to due to personal circumstances.

If a home visit is to take place feedback is given to the Head of School as soon as possible. CPOMS is updated if necessary.

All absence from school must be explained by written, verbal or telephone message from the parent/carer. Only the Head of School or a member of the Senior Leadership Team can authorise absences or send a child home who is ill. The Department for Education expects the school to make a common sense judgement. Children should only be absent from school if they are ill or have a medical or dental appointment. They should not be absent for birthdays, shopping trips or hair appointments etc. All parents whose children who have a % attendance of 85% or below are asked to provide a medical note to support the absence.

Absence not reasonably explained by parents/carers is unauthorised and will be followed up by the school.

Telephone, written and verbal messages are recorded on the SIMS attendance system.

Due to the recommendations in the Working Together to Safeguard Children documentation; our welfare team visits all children if they were absent before a holiday and haven't returned back to school after the holiday. If no contact is made then further advice is taken from a member of the Senior Leadership Team before a child missing education referral is sent to the EWS.

Two members of staff will sometimes make a joint visit. Safeguarding of staff is also paramount and therefore sometimes home visits cannot take place. Aggression towards any member of staff visiting homes will not be tolerated and further action will be sort.

## **LEAVE DURING THE SCHOOL DAY**

This is given for medical and dental appointments by prior arrangement with the school. Parents/carers must sign the appropriate book in the school. The office staff will ensure that this is done. If possible we ask parents for proof of medical appointments. The Head of School is responsible for monitoring this procedure.

If no reason for absence has been received then a phone call will be made and if there is no reply then a visit will be made by the welfare team. The Head of School is responsible for managing this procedure.

Any child who has been absent from school for two days automatically gets a home visit from the welfare team, regardless of the reason for the absence.

If no answer when the welfare team visits; a letter is left asking the parent to contact school as soon as possible. If necessary a second visit will be made by the welfare team.

The Administrative team maintains absence control sheets on the electronic registers, recording letters sent and referrals made to the Education Welfare Service under the supervision of Donna Nahar.

The class teacher will raise any concerns about a child to the office; who in turn will pass on to the Head of School.

Regular patterns of 'authorised absence' are picked up by the Administrative team and brought to the attention of the Head of School who will then decide if a letter requesting parents to come into school is appropriate. Copies of any letters sent will be kept on file.

The Head of School has overall responsibility for attendance. The registers are processed and checked every morning and every afternoon. The Administrative team and the welfare team liaise every day about visits to be made that day. The Head of School ensures staff are informed about any children who are referred to the EWS and any welfare visits during staff meetings. Staff can voice their concerns at these meetings.

## **B PUNCTUALITY**

Parents/carers have a duty to ensure their child attends school regularly and is on time. School register close half an hour after the start of the session. Lateness is logged on SIMS.

### **TWO YEAR OLD PROVISION (LITTLE JUMPING BEANS)**

**Morning session** 8:45am – 11:45am

**Afternoon session** 12:15pm – 3:15pm

### **NURSERY TIMES (JUMPING BEANS)**

**Morning session** 8:45am – 11:45am

**Afternoon session** 12:15pm – 3:15pm

### **SCHOOL TIMES**

<b>Morning session</b>	9.00am to 12.00pm	for Reception children
	9.00am to 12.15pm	for Key Stage 1 children
	9.00am to 12.30pm	for Years 3, 4, 5, 6

School register close half an hour after the start of the session.  
The classroom doors are open from 8.45am.

<b>Afternoon session</b>	12.45pm to 3.15pm	for Reception children
	1.00pm to 3.15pm	for Key Stage 1 children
	1.15pm to 3.15pm	for Years 3, 4, 5, 6

School finishes at 1.45pm on a Thursday.

Parents are welcome to bring their children on the school playground in Key Stage 1. Parents of Key Stage 2 children are requested to leave children at the classroom doors to encourage independence. Children who are 5 and under are only allowed to be collected by an appropriate adult as per The Delivery and Collection of Children policy, unless authorised by the Head of School or a member of the SLT.

It is our collective responsibility to inform parents/carers that punctuality is important to their children's education which is done in the following ways:-

- Punctuality has a high profile.

- Newsletters are sent to parents/carers to remind them of the importance of punctuality.
- Punctuality is discussed with pupils and is promoted by class teachers and by the Head of School during an assembly.
- Punctuality has a high profile in the school information leaflets and new admissions parents meetings. The prospectus highlights the importance of punctuality and this features during meetings for parents of new admissions.
- The Head of School stresses the importance of punctuality to parents of new admissions.

Discussions between the attendance team identify pupils who need further intervention. Further intervention can include: - sticker charts for children, offering alarm clocks and daily phone calls home.

## **LATENESS PROCEDURE**

All doors are locked at 9:00am and any child arriving after the start of school is sent to the school office for registration. Office staff record in the late book the name of pupil and the time of their arrival at school and the reason for lateness. The child then takes a late slip to class with them to show their teacher that they have registered at the office. Any child arriving before 9:30am is marked as L on the electronic register.

If a pupil arrives more than half an hour late then the child is marked U. This is recorded as an UNAUTHORISED ABSENCE.

The Administrative team are sending letters out every 2 weeks regarding lateness. If a pattern of lateness continues then the Administrative team will invite the parent/carer in to discuss the problem.

(Office staff are responsible for entering the correct registration marks and the sending of letters on behalf of the Head of School to parents/carers regarding attendance and lateness). The Head of School checks the lateness records each week.

## **C. INDUCTION**

Pupils and their families are visited prior to Foundation Stage Unit entry. Opportunities for parents and children to visit the school are given. Information leaflets and guides for parents are given.

### **Pupils moving from other schools**

Requests for information about places are followed up by telephone if place not taken. Information packs are given on arrival to register. Previous school is contacted and asked for information over the telephone. The Welfare Team makes home visit to meet the family and introduce school's services within the first few weeks of a child starting with us. Pupils are given classroom buddies by their class teacher.

### **Pupils leaving this school**

When a pupils leaves the Administrative team request the new home address and which school they have requested. Receiving school is asked to inform us on entry. All records sent within 7 days of register at new school through the internal mail. If no registration notice received within 1 week it is then referred to the Education Welfare Service.

## **D. FAMILY HOLIDAYS AND EXTENDED TRIPS OVERSEAS**

If parents/carers wish to take their child on holiday during term time after Monday 5<sup>th</sup> November 2012; they must put it in writing at least 14 days before the start of the holiday and the Governing Body will decide if they will be fined. All holidays (that are put in writing) are passed onto the Governors for them to make a decision on whether to authorise or not. When the decision is made parents are informed by letter what the outcome is. The electronic registers are marked accordingly. From September 2017 it was agreed with the Governors that if parents do not inform the school they are going on holiday then they will receive a letter (appendix 2).

## **E. ATTENDANCE REGISTERS**

**The class register is a legal document and the responsibility for ensuring that it is marked correctly lies with the class teacher. At the start of the Autumn term all new staff are briefed on how to register.**

Registration is held first thing in a morning and after lunch and consists of a roll call and Head of School count. Pupils are marked present with a (/) for present or (N) for absent. The school is now using electronic registration.

All electronic registers must be sent to the school office within 15 minutes of the start of the session.

Dinner money must be sent to the school office and not left in the classroom for any reason.

## **F. TARGET SETTING**

Target for punctuality - to reduce lateness to nil.

Target for attendance - to improve to 96.3% with only 2 pupils as a PA 0.5%

## **G. MONITORING AND EVALUATION MECHANISMS**

This policy and its contents are monitored and evaluated annually internally by the designated person who sets the targets (Head of School). Further evaluation takes place termly by the Governors. They are informed about attendance levels.

**Attached: - Appendix 1 – weekly, ½ term and full term certificate**

**Updated by Caroline Knight and Donna Nahar September 2018**



Appendix 1

***CERTIFICATE***  
**of**  
**Perfect Attendance**  
**for the**  
**Half Term**  
**Awarded to**

.....

**date**

.....

**Head of School**

.....

**Attendance Officer**



Appendix 1

***C E R T I F I C A T E***  
**of**  
**Perfect Attendance**  
**for the**  
**Full Term**  
**Awarded to**

.....

**date**

.....

**Head of School**

.....

**Attendance Officer**





Appendix 1

***CERTIFICATE***  
**of**  
**Perfect Attendance**  
**for the**  
**Full Year**  
**Awarded to**

.....

**date**

.....

**Head of School**

**Attendance Officer**

## Appendix 2

**No request to school for a holiday – to be issued within 5 school days of pupils return to school**

Dear (Parent name)

**RE : Pupil name     D.O.B**

I am disappointed that you have taken holiday leave of absence without any discussion with my staff or myself.

As you know, pupils of school age must, by law, attend school regularly. If your child is to be away from school you need to ask for leave of absence and for this absence to be approved (authorised), which it will be when there is a good reason. You cannot yourself authorise a child's absence. This school, the Adult, Children & Family Services and many parents are working in partnership to enable children to reach their full potential and this requires regular attendance at school.

The legislation on school attendance for holidays in term time has changed from 1<sup>st</sup> September 2013 so that **I am unable** grant leave of absence during term time unless there are exceptional circumstances. The exceptional circumstances agreed by the Governing Body for **(name of school)** in authorising a holiday in term time is/are:

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This action makes working in partnership more difficult to achieve, shows a disregard for your child's education and gives a message that school is not important. Unauthorised absence from school is a serious matter and can lead to Penalty Notice being issued.

This absence for XXXXXXXXXXXX has been recorded as unauthorised absence and I am required to notify the Local Authority regarding this absence from school. An unauthorised holiday in term time can result in a Penalty Notice fine of £60 to be paid within 21 days, if no payment is received the Penalty Notice will increase to £120 to be paid within 28 days.

Please ensure your child attends school regularly and that you work in partnership with my staff and I to ensure that XXXXXXXXXXXX catches up with the work missed. If you wish to discuss this matter further please contact the school for an appointment.

Yours sincerely

Head of School