

Thorpepark

ATTENDANCE AND PUNCTUALITY POLICY

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Attendance Team	Governors	May 2019	3	July 2019
Attendance Team	Governors	January 2020	4	January 2021

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 weekly golden tickets for the best class so that they get a class treat, 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. Jodie Lee is our Home School Support Assistant, part time and is responsible for attendance visits only. Aaron Marshall is our Emotional Well Being Behaviour and Welfare Officer, along with the safeguarding team 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 on the third day 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

Morning session 8.45am to 9.15am to 12.00pm for Reception children
8.45am to 9.15am to 11.30am for Year 1
8.45am to 9.15am to 12.30pm for Year 2
8.45am to 9.15am to 11.30am for Year 3
8.45am to 9.15am to 12.00pm for Year 4
8.45am to 9.15am to 12.30pm for Year 5
8.45am to 9.15am to 1.00pm for Year 6

Due to COVID 19 the start times of school and lunchtimes for year group is staggered. This is to reduce mixing of bubbles.

School register close half an hour after the start of the session.

The classroom doors are open from 8.45am.

Afternoon session Reception is 12.30pm
Year 1 is 12pm
Year 2 is 1pm
Year 3 is 12pm
Year 4 is 12.30pm
Year 5 is 1pm
Year 6 is 1.30pm

School finishes at 1.45pm on a Thursday. The doors are open from 2.45pm each day for a staggered collection time.

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. Social distancing must be maintained at all times.

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 9:15am 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 9:45am 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 5th 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

ATTENDANCE AND LATENESS GUIDANCE COVID 19

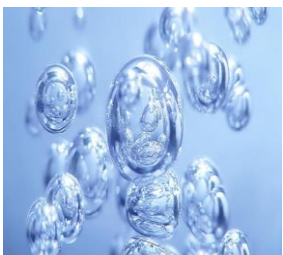


The Government has announced that it is mandatory for all children to return back to school in September 2020. The Government is asking schools to work with families to secure regular attendance from the start of the term as this will be essential to help pupils catch up on missed education, make progress, promote their well being and wider development.

The first day back for children from Year 1 to Year 6 will be **Tuesday 8th September at 8.45am**. If your child is due to start reception, nursery or the 2 year old provision you will have received information regarding the transition plan for the first week.



As a school we understand that you may be worried or concerned about your child returning back to school and we have looked at the Government guidance and will be making the school as safe as possible for children, parents and staff.



Children will be staying in their year group bubbles and will not mix with other children in the school. We will be opening the classroom doors at **8.45am to 9.15am** for the children to go straight into class. The school has a one way system in place to ensure that all families are walking in the same direction.

The children will all have different lunchtimes and the areas will be wiped down between each sitting. Lunches will all be packed lunches and will be reviewed later in the term.

<u>Year Group</u>	<u>Start time</u>	<u>Lunch in</u>	<u>End time</u>	<u>Location for playtime</u>
Year 1	11.30am	KS2 hall	12.00pm	KS1 playground
FS2	12.00pm	KS2 hall	12.30pm	FS2 outside area
Year 2	12.30pm	KS2 hall	1.00pm	KS1 playground
Year 3	11.30am	Dining hall	12.00pm	KS2 playground
Year 4	12.00pm	Dining hall	12.30pm	KS2 playground
Year 5	12.30pm	Dining hall	1.00pm	KS2 playground
Year 6	1.00pm	Dining hall	1.30pm	KS2 playground

On collection the doors will be open from 2.45pm; however school will finish at 3.15pm. This hopefully will mean that we have more of an even flow of parents coming onto the school site to collect the children.

Breakfast club **will not** be running for the first week back and then will need to be pre-booked at the office with priority being given to working parents. We also will not be running any after school clubs until October half term at the earliest. Thursday afternoon club for working parents will carry on as normal.



If your child is going to be absent from school please contact the school office as soon as possible. If we do not hear from you then the attendance team will make a phone call and then if there is still no response a visit will be made to the home address. We will be rigorously following our attendance and lateness policy. Our safeguarding team will be dealing with any vulnerable children with attendance issues.

If your child or member of your household has COVID symptoms or have been in contact with someone who is COVID positive you must inform the school immediately. You and your children cannot come onto school site and must self-isolate and request a test. We will offer support and guidance during this time if necessary. If your child develops COVID symptoms during the school day we will contact you to collect your child immediately. It is expected that schools will be issued with test kits to send home with the child. Other siblings will need to go home as well until a result of the test is confirmed. If the test results come back as negative the child and siblings can return immediately.

If your child arrives after 9.15am they will have to register at the office and then they will be taken to class. We are asking parents to only enter the office if needed. Only one adult will be allowed in the office at any one time and if someone is already in the office then you will need to queue alongside the building following the two metre markings. We are asking all parents to avoid the office if possible and contact the school via the telephone. Parents **will not** be allowed to use the toilets at the moment.



The school office will be open from Wednesday 2nd September if you have any questions regarding your child returning back to school. Please contact us if you have any concerns or worries.



**THORPEPARK ACADEMY
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**Please ring the school if your child is going to be late
or absent as soon as possible.**