



ATTENDANCE AND PUNCTUALITY POLICY



1	Summary	Attendance and Punctuality Policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Caroline Knight Britta Dickinson-Fry			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight Donna Nahar			
6	Who has been consulted and recommended policy for approval	Chair of Governors			
7	Approved by and date	Governors, October 2022			
8	Version number	7			
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	Wednesday 4 th October 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



INTRODUCTION

Attendance and Punctuality Policy 2023/2024

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. It is essential the impact is minimised on individual children and on the school's progress.

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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 nursery provisions are oversubscribed 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. Postcards with children's attendance will be sent out at the end of each half term.
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. Parents of children whose attendance is 97%+ will be put into a termly draw for vouchers.
5. Attendance is celebrated every week in class. There is an attendance chart in the main reception area; which is updated every week. Each class has an attendance display to recognise class achievements.
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 Deputy Designated Safeguarding Lead, Emma Wood is our Home School Liaison Officer and Lucy Holtby is part of the admin attendance team and all are school based. They attend any first day absent visits and are responsible for supporting children who's attendance is an issue or a concern. The welfare team also helps bring pupils to school when parents are unable to due to personal circumstances. All parents of children who are

open to social care are made aware that their child's attendance and lateness will be shared with Social Services.

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

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.

ATTENDANCE LEGAL INTERVENTION




If attendance is becoming an issue then parents are sent a letter and if there is no improvement then they will be invited in for a meeting to discuss a family plan to tackle barriers to attendance. If no improvement is seen then the parents will be then called in for formal support to create a parental contract agreement. The final stage will be either statutory children's social care involvement or prosecution.

- Stage 1 - Voluntary Support in the form of a family plan – inviting relevant agencies and school staff to the meeting
- Stage 2 - Formal Support in the form of a parental contract agreement – inviting relevant agencies and school staff to the meeting
- Stage 3 - Statutory Children's Social Care Involvement or Prosecution - referral to Social Care sent by the safeguarding team or referral to Education Welfare Service sent by the attendance team.

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 sought.

Staff who will be making home visits : -

		
Wendy Mortimer	Emma Wood	Lucy Holtby
Safeguarding and Welfare Lead	Home School Liaison Officer	Administrative Assistant

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. Attendance is looked at weekly by the attendance team.

Improving attendance is everyone's business. The class teacher will raise any concerns about a child to the office; who in turn will pass on to the Head of School.

Parents are asked to contact the admin team with their child's absences. If parents require any additional support from i.e. welfare, safeguarding, teacher, behaviour they can contact the school office and be directed to the following staff : -



Safeguarding	Wendy Mortimer	
Welfare support	Emma Wood	
Behaviour	Aaron Marshall	
Year Group Leader	Two Year Old Provision	Margaret Dennis
Year Group Leader	Nursery	Angela Parker
Year Group Leader	Reception	Jennifer Caldwell
Year Group Leader	Year 1	Rio Spendlow
Year Group Leader	Year 2	Aimee Pitfield
Year Group Leader	Year 3	Dee Hill
Year Group Leader	Year 4	Pam Fleeman
Year Group Leader	Year 5	Steph Crawford
Year Group Leader	Year 6	Andrew Ritchie

The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

Regular patterns of 'authorised and unauthorised 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 and can be contact via email TP-admin@vennacademy.org 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. The Head of School, Caroline Knight is responsible for championing and improving attendance in the school with the support of the Senior Leadership Team. Britta Dickinson-Fry will work alongside Caroline Knight as a champion for improving attendance. Donna Nahar in the admin team will work under Britta Dickinson-Fry on the day to day running of



attendance. Parents can contact the school office either by telephone or by email TP-admin@vennacademy.org

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 12:30pm – 3:30pm

NURSERY TIMES (JUMPING BEANS)

Morning session 8:45am – 11:45am

Afternoon session 12:30pm – 3:30pm

SCHOOL TIMES

Morning session	8.40am to 11.30am	for Reception children
	8.40am to 11.45pm	for Year 1 children
	8.40am to 12.00pm	for Year 2 and Year 4 children
	8.40am to 12.30pm	for Years 3 and Year 5 children
	8.40am to 12.45pm	for Year 6 children
Afternoon session	12.15pm to 3.30pm	for Reception children
	12.30pm to 3.30pm	for Year 1 children
	12.45pm to 3.30pm	for Year 2 and Year 4 children
	1.15pm to 3.30pm	for Years 3 and Year 5
	1.30pm to 3.30pm	for Year 6 children

School finishes at 1.50pm 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: 'On time and Ready to Learn Project', sticker charts for children, offering alarm clocks and daily phone calls home.

LATENESS PROCEDURE

All doors are locked at 8.50am 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 9:10am is marked as L on the electronic register. School register closes half an hour after the start of the session. All parents are asked a reason as to why their child is late for school and this is recorded in the late book.

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 pupil 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

As part of the Working together to improve school attendance document; leave of absence is granted entirely at the Head of School's discretion.

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 uses an 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 97+% 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 – half term and full term certificate

Appendix 2 – holiday letter without informing the school

Appendix 1



CERTIFICATE

Awarded to

.....

**FOR 100% ATTENDANCE FOR THE
HALF TERM**

Thursday 22nd July 2021

.....
Head of School

.....
Attendance Team

Appendix 1



V E N N

CERTIFICATE

Awarded to



**FOR 100% ATTENDANCE FOR THE
FULL TERM**

Thursday 22nd July 2021



Head of school



Attendance Team

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 1st 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:

#

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