



ATTENDANCE AND PUNCTUALITY POLICY



1	Summary	Attendance and Punctuality Policy			
2	Responsible person	Tom Purdy			
3	Accountable SLT member	Caroline Knight Tom Purdy			
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 Tom Purdy			
6	Who has been consulted and recommended policy for approval				
7	Approved by and date	December 2023			
8	Version number	2			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input 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)	December 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input 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.

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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.

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 the presentation of a weekly cup, end of term certificates and the class with the highest attendance (as long as it is 96%+) can wear non-uniform on the following Friday.
3. 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.
4. Attendance is celebrated every week in class. There is an attendance chart in the hall; which is updated every week.
5. The school accesses the Education Welfare Service. We only use them for the legal statutory requirement such as fixed penalty notices and court appearances and advice. 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.
6. Ann Eager is our Designated Safeguarding Lead, and Lisa Ward is our attendance officer. Home visits for vulnerable pupils and persistent absentees occur by the third day of no contact between home and school. The school will offer to help 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.
7. 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.
8. 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 if it is medically related. School can write to a pupil's GP – with parent's permission – to ascertain the regularity and/or severity of any medical condition which could affect attendance.
9. Absence not reasonably explained by parents/carers is unauthorised and will be followed up by the school.
 10. Telephone, written and verbal messages are recorded on the SIMS attendance system.

ATTENDANCE LEGAL INTERVENTION

If attendance is below 95% parents are sent a Letter 1 and if it drops below 92% parents are sent Letter 2. If attendance does not improve then parents are invited in for a meeting to discuss a family plan to tackle barriers to attendance. The final stage will be either statutory children's social care involvement or prosecution.

Two members of staff will always 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.

LEAVE DURING THE SCHOOL DAY

This is given for medical and dental appointments by prior arrangement with the school. Parents/carers must sign the pupils out of 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 before 10am. A safeguarding visit will be made to vulnerable families. The Head of School is responsible for managing this procedure.

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.

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. The registers are processed and checked every morning and every afternoon. 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, Tom Purdy, along with Lisa Ward is responsible for championing and improving attendance in the school.

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.

NURSERY TIMES

Morning session 8:45am – 11:45am

Afternoon session 12:15pm – 3:15pm

SCHOOL TIMES

The school gates are open from 8:00am (for breakfast club).

Lower Site

Morning session 8:45am to 12:00pm

Afternoon session 1:00pm to 3.15pm

Upper site

Morning session 8:50am to 12:00pm

Afternoon session 1:00pm to 3.20pm

Parents are welcome to bring their children on the school playground on both sites. Bagels are provided most days. 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 Head of School stresses the importance of punctuality to parents of new admissions.

Discussions between the attendance team identify pupils who need further intervention.

LATENESS PROCEDURE

All gates and 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 children who are late in the register. Any child arriving before 9:30am is marked as L on the electronic register. School register closes half an hour after the start of the session. All parents who arrive with their child are asked a reason as to why they are late for school.

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

Children who are persistently late will receive a letter. 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. 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 (o) for absent.

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

F. TARGET SETTING

Target for punctuality - to reduce lateness to nil.

Target for attendance - to improve to 96.0%



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.

