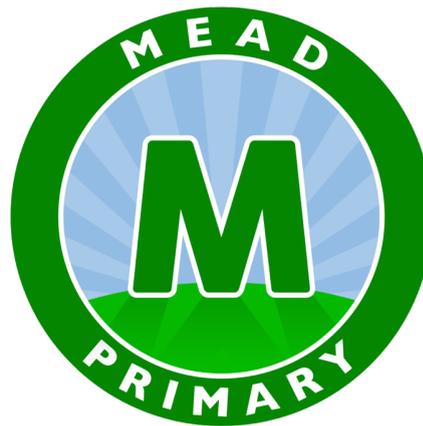
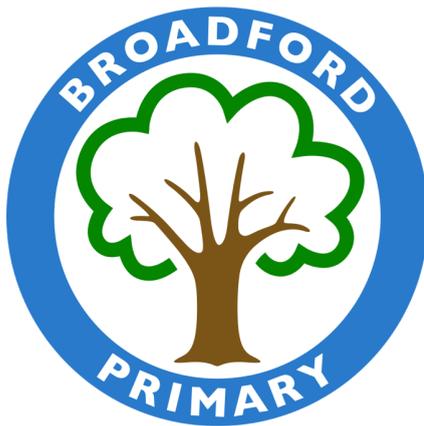


# Attendance and Punctuality Policy

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Policy review date	January 2023
Date of next review	September 2023

## **Introduction**

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

## **Background Information**

The Education Act 1996 requires parents and carers to ensure their child receives efficient full time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.

Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE). Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.

Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised Absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- **Unauthorised Absence:** is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences may require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle.

Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)

There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Governing Body and the Local Authority.

## **Aims & Objectives**

The aims of this policy are to promote regular attendance, thus offering all pupils equal access to learning. The objectives of this policy are to:

- meet the Government attendance targets set for us;
- create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers;
- ensure pupils are in school for the maximum number of days.

This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

## School's Responsibilities

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To report to the Attendance and Behaviour Support Officer and support their work with pupils as necessary.
- To report to the Government on attendance twice a year.
- To consistently administer the attendance procedure.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
- To promote good attendance

## Parents' Responsibilities

- To have children in class ready for learning by the start of the day at 8.50 a.m;
- to inform school on every day of any absence.
- to request leave as far in advance as possible.
- to make applications for leave in writing to the Head Teacher, giving the reason for the request (Appendix 1)
- to work with the school and Attendance and Behaviour Support Officer to improve lateness and attendance.
- to avoid medical and dental appointments during the school day.

If parents, guardians or carers are worried about their child's attendance at school they should:

- talk to their child; it may be something simple that needs your help in resolving;
- talk to your child's class teacher in the first instance.

## Reporting Absences

It is the parent/carer's responsibility to inform the school of the reason for their child's absence as soon as possible, ideally by 8-30am. If the school has not been notified by mid-morning of a child's absence, we will contact you for more information. If no contact is made by the parent and the school cannot make contact with the contacts provided for the child, a home visit may be completed by school staff or the Attendance Service.

### Reporting an absence at Broadford Primary School

- Call the school on 01708 342880 and press option 1
- Email [office@broadford.havering.sch.uk](mailto:office@broadford.havering.sch.uk)
- Report an absence at the School Office

### Reporting an absence at Mead Primary School

- Call the school on 01708 343616 and press option 1
- Email [mail@mead.havering.sch.uk](mailto:mail@mead.havering.sch.uk)
- Report an absence at the School Office

## The Process for monitoring attendance

The school Attendance Officer will log instances of absence and lateness and discuss weekly with the Head Teacher. Where issues persist the following will be initiated:

**Stage 1:** Where there are concerns about attendance and punctuality the school will make verbal contact with home.

**Stage 2:** If the concerns persist the school will write to the parents/carers.

**Stage 3:** If the concerns persist the school will arrange a meeting between the parent/carer, school representative and the school Attendance Officer.

**Stage 4:** If the concerns persist the school will make a formal referral to the Local Authority Attendance and Behaviour Support Service to deal with the on-going issues.

Should concerns persist, the Attendance and Behaviour Support Officer will agree action (as above) and where necessary meet with the parents/carers. Please note that ultimately the Local Authority can take legal action.

## Absences during Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence taken without authorisation may be referred to the Attendance and Behaviour Support Service. This may result in prosecution proceedings, or a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60, IF PAID WITHIN 21 DAYS, AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

Leave of absence will only be granted where the Head Teacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.

If you are planning to take leave during term time you must complete a 'leave of absence' request form (found at the end of this policy) or a copy via the school office. If a request is refused and the parent/carer decides to take their child out of school the details will be passed onto the Attendance Service and a Penalty Notice may be issued.

There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

## **Lateness**

Punctuality is an important life skill. It is also polite.

Children must be in class by 8.50a.m. each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken.

The school gates will be shut by 8.50 a.m. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book.

Lateness will be monitored and the Attendance and Behaviour Support Officer will follow this up.

If the arrival at school is after the registers have closed at 9.00, the pupil will receive a 'U'. This equates to an unauthorised absence, although we are aware that the pupil is on the school premises in accordance with health and safety.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem with the Attendance Officer and/or Assistant Headteacher..

## **Sickness**

The school follows the guidelines on infection control in schools set by the Health Protection Agency. Please notify the school on each day of the absence. We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

If your child is absent due to sickness or diarrhea they must not return to school for 48hrs after the last bout of illness to avoid spread of germs and illness to others.

## **Promoting good attendance**

We celebrate good attendance throughout our school by:

- awarding individual certificates to children who have 97% and above attendance and punctuality for each term.
- having a weekly class award if the class archives their attendance target.

Throughout the year, parents will meet with teachers to receive information about their progress. This includes a print out of their child's attendance throughout the whole year and also shows any unauthorised absences and highlight how it has affected the child's overall progress throughout the year.

## **Nursery Attendance**

It is important that we have a commitment from parents/carers that their child will attend the Nursery. Where a child's attendance falls below 95% for a half term, the school reserves the right to withdraw the place.

## The Role of the Attendance and Behaviour Support Officer

The Attendance and Behaviour Support Officer strives to support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that “if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.”

The London Borough of Havering, through the Attendance and Behaviour Support Service, may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice when requested by a Head Teacher can be issued as long as the following criteria apply:

- a) At least 10 sessions (equivalent to five school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months.
- b) Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.
- c) No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offense
- issue a Penalty Notice without warning

Parents have the responsibility for ensuring that their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates Court.

## Governors

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools. The school's attendance figures are presented to the Governing Body on a termly basis

# Leave of Absence Request Form

Request for leave of absence during term time

As a parent/carer you will understand that regular attendance at school is essential for your child/children to make good progress with their education.

- Taking a child out of school during term time for a holiday will have a detrimental impact on their Learning and Achievement.
- Leave of Absence will only be considered in exceptional circumstances. The following criteria exceptional circumstances will be considered by the Head Teacher when determining whether absence may be authorised:
  - applications from Armed Services Personnel
  - Close family crisis or bereavement
  - Parents who have no choice on their holiday entitlement (evidence from employer required)

If your request is not authorised and leave is taken, the case will be referred to the Local Authority who may issue a Penalty Notice.

Child's name		Class	

**Reason for Leave of Absence Request and why it should be considered as exceptional circumstances:**

Signed: .....Parent/Carer

Date: .....

**School Office Use Only**

Request Authorized ( )

Request Unauthorized ( )

Date:

Signed..... Headteacher