



*'Playing and Learning Together
to be the best that we can be'*

All Saints C of E Infant School and Nursery

Attendance and Punctuality Policy

Introduction

At All Saints C of E Infant School & Nursery we aim to ensure that our high expectations help our pupils "To be the best that we can be". Central to the fulfilment of this aim is the need for a consistently good level of attendance and punctuality by all our pupils.

We work in partnership with parents in ensuring the regular and punctual attendance of pupils.

Parents and carers have a legal responsibility to make sure that children come to school regularly and on time.

The school has a legal duty to mark the register and record attendance of every child on its roll and to specifically code which children are absent or late and why. There is a statutory requirement that schools publish statistics about their attendance rates.

Aims

Our attendance and punctuality policy will:

- Help to create a culture in which Good attendance and punctuality is accepted as the norm and valued by the school community as a whole.
- Help to develop and maintain effective communication regarding attendance and punctuality between home and school.
- Clearly state what our expectations are.
- Set out clear and effective procedures for administration for staff and parents.
- Ensure that school complies with the necessary legal requirements.
- Enable other agencies including ACE (Attendance Compliance Enforcement Service) to access the information they need.
- Ensure that any pupils having poor levels of attendance and/or punctuality are noted, monitored, and any necessary action taken.

Expectations

We expect that...

Pupils will:

- Attend school regularly.
- Arrive on time and be 'ready to learn'.

Parents/Carers will:

- Ensure that their children attend school every day and on time. **Nursery** sessions start at 8.30 am and 12.30 pm (12.45 pm Wednesdays). **School** is open from 8.45 am for Registration at 8.55 am and 1.15 pm for the afternoon.
- Report to the School Office in order to sign the 'Late Arrivals Book', if they arrive after Registration,
- Notify the school with any reasons for absence either on the first morning of absence or in advance for appointments.
- Provide school with up-to-date home, work and emergency contact numbers.
- Provide school with up-to-date details for adults allowed to collect their child.
- Arrange for their children to be collected on time at the end of the school day.
- Sign the 'Early Leavers Book' in the School Office if collecting their child early.
- Try to arrange appointments outside school time.

Parents/ Carers can expect that...

School will:

- Record their children's attendance regularly, accurately and efficiently.
- Make every reasonable effort to contact the parent when their child fails to attend school without a good reason.
- Deal discreetly and appropriately with any problem notified to the school by the parent.
- Keep a daily attendance record and inform parents if the pattern of attendance is causing concern.
- Acknowledge 100% and Good attendance.
- Analyse attendance data to identify trends or areas which require support or improvement.
- Provide reports on the school's attendance statistics.

Absences

There are two types of absence: 'authorised' and 'unauthorised'.

What are 'authorised' absences?

'Authorised' absences involve children having time out of school for approved reasons for example: illness, medical appointments, transition visits to new schools, religious observance etc.

Any days or half days taken must be in consultation with the Headteacher who is the only person with the authority to authorise absence.

What are 'unauthorised' absences?

'Unauthorised' absences involve children having time out of school without explanation, or where the reason for absence is one that the school cannot authorise.

Leave of absence for other purposes

The Government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence in being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Application forms must be completed along with a covering letter and/or evidence explaining the exceptional circumstances. Forms can be collected from the Headteacher.

All requests will be confirmed by letter either agreeing or disagreeing with the request (copies of letters are attached – please note that these are legal documents that the school must send out in reply to any request).

Lateness

We are required to monitor lateness and how this is recorded in our Registers very carefully.

It is really important that pupils are in school for the start of the day so

that they do not miss the introduction to lessons. We open the registers at the start of the day to record pupils who are present at 8.55am. The registers will be kept open until 9.05am which gives a period of 10 minutes for registration. If a child arrives a few minutes late during this 10 minute period they will be marked as present but we will also record that they were actually late.

At 9.05am the registers will close. This means that a child not in school will be marked absent for the start of the day. A reason will need to be provided by leaving a message with the School Office, this will be recorded on our absence notification sheet. This will ensure that we have a record to authorise the absence at registration.

Monitoring Attendance and Punctuality

- If a child is recorded as late for school on three occasions in a month, parents will be notified in writing (appendix 1). If a child is repeatedly late, the parent will be invited in to discuss the reasons and possible strategies to improve punctuality.
- Half termly attendance checks will be carried out to check for children whose attendance is falling below 90%. A letter will be sent home explaining our concern and attendance procedures (App 2). Parents will be informed that we will be monitoring attendance and will be given the opportunity to discuss matters with the Head teacher.

- Where the pattern of attendance has still not improved and has fallen below 86% the parents will be informed of Stage 1 procedures (App 3). Parents will be invited in to discuss the reasons with the Head teacher. Parents will be made aware that a referral to the Warwickshire Attendance, Compliance and Enforcement Service (ACE) will be the next step in our procedures.
- If the pattern of attendance continues to deteriorate below 86% for a period of 6 weeks then Final stage procedures will be carried out and the parents notified (App4- Stage 2).
- In certain cases a pupil's attendance may be referred directly to the Educational Social Worker if it is considered to be in the best needs of the child. (App 5)

Policy Review

This policy will be reviewed during 2015.

Tina Keeling
October 2013