



Emersons Green Primary School

ATTENDANCE AND PUNCTUALITY POLICY

Rationale

- Regular attendance and punctuality are important if children are to take part fully in the life of the school and to take advantage of the learning opportunities offered by the school.
- We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

Purposes

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take actions to seek improvement if appropriate.
- To identify unauthorised absence and take appropriate action.
- To establish a common school procedure for filling in registers.
- To differentiate between authorised and unauthorised absence

Success Criteria

- A low level of unauthorised absence is maintained and will be below LEA average.
- All registers are filled in correctly and promptly.
- Parents/carers are made aware of their responsibilities for attendance and punctuality and are involved in the discussion will the attendance and punctuality cause concern.
- The EWO continues to be satisfied by the efforts made by the school to maintain high levels of attendance.

Guidelines

- We accept our role in partnership with parents/carers.
- Parents/carers have the responsibility to ensure regular attendance and punctual arrival in the morning and collection at the end of the school day.
- Our responsibility is to support attendance and examine problems that may lead to non-attendance. To do this we keep a register of attendance at the start of every morning and afternoon session. These registers are legal documents and must be kept for three years after the date on which they were last used. Care must be taken to record information accurately.

The register is to be kept by all staff and marked as follows:

- BLACK pen must be used for present and RED pen for absent
- The total attending each session must be entered at the bottom of the column as the register is marked. (This is for fire drill and safety reasons)
- Staff must ensure that they mark the register for the correct day and week, being aware of Inset Days for which a space will be left
- The following information will be written in ink on the front of each attendance register:
 - Education Year
 - Name of School
 - Class
 - Name of class teacher
- Name of pupil will be written in ink on the second page of each attendance register for **every** pupil in **alphabetical order:**
- Home Address and date of birth lists will be produced through SIMS and placed in the back of the register
- Each weekly column of the register shall be dated with the week beginning Monday....
- All Attendance Registers and the Late Book must be made available for inspection. The EWO inspects them regularly
- NO ALTERATIONS will be made to registers using correction fluid.
- Notes and messages of absence will be kept by the class teacher. However the secretary will liaise with the class teacher to complete SIMs Attendance manager
- Attendance and absence must be marked using the EWS codes- see Appendix 1:
- The reasons for absence must be entered as soon as possible. Reasons for absence will be given by parents/carers as soon as possible. A note or telephone call is required on the first day of absence. This note or telephone message from a parent/carer does not automatically authorise an absence.
- If no reason for absence is forthcoming the secretary will phone or send a note home asking for reasons for absence. If there is still no response parents/carers will be invited in to discuss the matter. If there is no response after 10 days, a referral form will be completed by the headteacher, with the child's recent attendance and details of action taken by the school attached, and sent to the EWO. This may result in a fine up to £2500 per child.

Late Arrival / Early Departure

- A child arriving late or leaving early may seriously disrupt not only his/her learning but that of other children.
- Late arrivals or early departures will be monitored by the headteacher. If a child arrives after 9.05am, when registration closes, or leaves before midday or 3.15pm then they and their parents/carers will report to the office, where a record is kept of the fact and noted, in case of an emergency. This will include the time of arrival / departure, the reason for being late /leaving early.
- If a child arrives after 9.30 am and 2.00pm a U code will be used. This is an unauthorised absence.

Unauthorised absence

- For example, shopping trips, holiday beyond the 10 days in term time, where a teacher feels a child is being kept home without good reason or where a child is late and the parent/carer fails to provide an acceptable explanation or if they are later than 9.30 am or 2.00pm. This will be recorded and monitored, by the headteacher, and, where a pattern emerges or concern arises, parents/carers and EWO will be informed by the headteacher.

Holiday requests

- We must have notice for requests for authorised holiday absence explaining why the holiday must be taken at the requested time. This cannot be granted retrospectively. A form is available from the secretary's office. A reply slip will be completed by the headteacher/secretary and returned to the parent/carer via the child.
- Absence for holidays during term time may be authorised at the discretion of the headteacher for up to a maximum of ten days per school year (September – July).
- Each request for holiday absence will be considered individually. In doing so the headteacher will consider the following before authorising the leave:
 1. The child's previous attendance history – if it is poor then no authorised leave will be granted
 2. The time of year –holidays during the SAT period (first half of Term 5) will not be granted and no authorisation will be given for holidays for the first week of any term.
 3. Whether the parents/carers are restricted in terms of leave from their employer
- Where the school and the parents/carers fail to reach an agreement and the child is then absent from school the absence must be marked as unauthorised.
- Where the parents/carers keep a child away for longer than agreed then the extra time will also be marked as unauthorised.
- It follows that leave of absence for more than two weeks must be seen as exceptional. The Head teacher will carefully explore with parents/carers why such leave of absence is necessary. Where such leave is sanctioned it constitutes authorised absence.
- Where holidays of more than two weeks duration are planned to visit family members living overseas, we would find it helpful to discuss with parents/carers the most appropriate time of year and point in the child's educational career for the visit. This could be timed to minimise the effects on the continuity of the child's education.

Special Occasions

- A 'special occasion' is one which is unlikely to occur again in the foreseeable future e.g. family wedding as opposed to a birthday or shopping trip. Absence for a 'special occasion' will not be authorised during SAT periods unless the circumstances are exceptional.

Promoting Attendance

- We do not give out certificates to children with good attendance at the end of the school year as some of our children have significant medical needs and can not attend school as regularly as others. As an inclusive school this is therefore inappropriate. However we promote good attendance through work in class in PSHE and in assemblies.

Medical appointments

- While we appreciate that appointments have to be taken when they are on offer, parents/carers are encouraged to make them towards the end of either a morning or afternoon session as this avoids the child being marked as an authorised absence.

Conclusion

- During the school year we wish to encourage the highest possible individual attendance rate and view this procedure as a necessary and important objective.

J. Isaac

Date: September 2009

Agreed by the Governing Body:
Next review: September 2010