



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 LA average.
- All registers are completed correctly and promptly.
- Parents/carers are made aware of their responsibilities for attendance and punctuality and are involved in the discussion if 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.

- Registration is done electronically. There are separate guidelines - I:\Secretarys Documents\attendance\Policy and Guidelines\Electronic Registration - Guidelines for teachers.doc

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 8.50am, when registration starts 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 between 8.50 and 9.00 or between 1.15 and 1.25 pm an L code will be used. If a child arrives after 9.00 am and 1.25 pm a U code will be used. A U code is an unauthorised absence.

Unauthorised absence

- For example, shopping trips, unauthorised leave of absence for holidays, 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 9.00 am or 1.25pm. This will be recorded and monitored, by the headteacher, and, where a pattern emerges or concern arises, parents/carers and EWO will be informed

Holiday requests

- Parents/carers should take note that there is no automatic right to holiday leave for pupils in term time
- No holiday absence will be authorised unless in exceptional circumstances. This policy has been agreed by schools in the Mangotsfield and Downend cluster. A fixed penalty notice of £50 may be issued by the LA.
- In exceptional circumstances the parents /carers can write to the Headteacher requesting leave of absence. . 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.

Promoting Attendance

- Good attendance is viewed as essential for all pupils. An Emersons Green Champion award is presented to those children who have at least 95% attendance and meet other agreed criteria. A judgement is made for medically poorly pupils about the appropriate level of attendance to gain the award.

Working with Parents

- All children with a cumulative attendance of 90% or less will be discussed at termly attendance meeting.
- Absences to be reported to parents as both a percentage and number of days/ sessions missed.
- Parents/ carers must inform school by 9.30 am if a child is absent from school.
- If there are concerns about a child's continued absence then parents will be asked to get a medical certificate from a doctor.

Medical appointments

- While we appreciate that appointments have to be taken when they are on offer, parents/carers are encouraged to make them after school or during the school holidays. If it is not possible an appointment should be made so that the child misses as little school as possible and preferably at end of school day.

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: July2011

Agreed by the Governing Body: 11July 2011