



ATTENDANCE AND PUNCTUALITY POLICY

Date policy reviewed: January 2017

Date approved by Governing body: 7th February 2017

Person responsible for this policy: Attendance Team

VERSION 1.0

Attendance and Punctuality Policy 2017/2018

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. Mobility is an issue in this school. It is essential the impact is minimised on individual children and on the school's progress.

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 and if the Foundation Unit is oversubscribed the Head of School has the authority to withdraw a place from a child who has a poor attendance record.

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. Fortnightly newsletters are sent to parents to remind them of the importance of good attendance. In the newsletter the top two classes are listed and parents are also told the whole school % attendance.
2. Attendance is discussed with pupils each week during an assembly – taken by Head. Good attendance is promoted and rewarded by Griffin's points, certificates and badges.
3. Gold attendance badges are awarded for a full terms attendance. Certificates are awarded weekly on occasions and ½ termly, termly and yearly. Improved attendance certificates are also awarded. (see Appendix 1). The Attendance Officer awards Griffin's points to the full class for 96% or above attendance.
4. 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.
5. Attendance is celebrated every week in class. There is an attendance chart in the main school reception area which is updated every week.
6. The school no longer accesses the Education Welfare Service. We only use them for the legal statutory requirement such as fixed penalty notices and court appearances. Fixed penalty notice referrals are made when needed after following the Education Welfare Service's guidelines and procedures. The Attendance Officer checks all registers both morning and afternoon and deals with any problem attendees and decides what further action is required i.e. visit to the home or meeting in school. Discussion then takes place with Head of School on further action if the problem continues.

7 Our Attendance Officer is school based and works with families who are having problems with their child's attendance. The Attendance Officer is responsible for supporting children who are excluded from the school and also helps bring pupils to school when parents are unable to do so due to personal circumstances. The Attendance Officer arranges for school texts to be sent to specific families on training days to ensure that they are aware that school is open the following day.

If a home visit (by the Attendance Officer) is to take place feedback is given to the Head as soon as possible. An original copy of the report is kept on file in school.

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 that 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 are asked to provide a medical note to support the absence.

Absence not reasonably explained by parents/carers is unauthorised and will be followed up by the school.

The Attendance Officer gives Griffin points every week to any class that achieves 96% and above attendance.

Telephone, written and verbal messages are recorded on the SIMS attendance system.

Due to the recommendations in the Working Together to Safeguard Children documentation; our Attendance Officer visit all children if they were absent before a holiday and haven't returned back to school after the holiday. If no contact is made then further advice is taken from a member of the Senior Leadership Team before a child missing education referral is sent to the EWS.

Two members of staff will sometimes 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 sort.

LEAVE DURING THE SCHOOL DAY

This is given for medical and dental appointments by prior arrangement with the school. Parents/carers must sign the appropriate book in the school. The office staff will ensure that this is done. We ask parents for proof of medical appointments. The Head is responsible for monitoring this procedure.

If no reason for absence has been received then a phone call will be made and if there is no reply then a visit will be made by the Attendance Officer. The Head is responsible for managing this procedure.

Any child who has been absent from school for two days automatically gets a home visit from the Attendance Officer's regardless of the reason for the absence

If no answer when the Attendance Officer visits; a letter is left asking the parent to contact school as soon as possible. If necessary a second visit will be made by the Attendance Officer.

The Attendance Officer maintains absence control sheets on the electronic registers, recording letters sent and referrals made to the Education Welfare Service under the supervision of the Head of School. The class teacher will raise any concerns about a child to the Attendance Officer who in turn will pass on to the Head of School.

Regular patterns of 'authorised absence' are picked up by the Attendance Officer 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 Attendance Officer liaises with staff every day about visits to be made that day. The Head of School ensures staff are informed about any children who are referred to the EWS and Attendance Officer's visits during staff meetings. Staff can voice their concerns at these meetings.

B PUNCTUALITY

Parents/carers have a duty to ensure their child attends school regularly and is on time.

THREE YEAR OLD PROVISION AND NURSERY TIMES

Morning session **8.50am - 11.50am**

Afternoon session **12.30pm - 3.30pm**

SCHOOL TIMES

Morning session	9.00am to 11.45 am	for Reception children
	9.00am to 12.00 pm	for Key Stage 1 children
	9.00am to 12.15 pm	for Years 3 & 4
	9.00am to 12.30 pm	for Years 5 & 6

School register closes half an hour after the start of the session.
The classroom doors are open from 8.50am.

Afternoon session	12.35pm to 3.30pm	for Reception children
	12.50pm to 3.30pm	for Key Stage 1 children
	1.05pm to 3.30pm	for Years 3 & 4
	1.20pm to 3.13pm	for Years 5 & 6

School registers close half an hour after the start of the session. Lateness is logged on SIMS.

Parents are welcome to bring their children on the school playground in Key Stage 1. Parents of Key Stage 2 children are requested to leave children at the classroom doors to encourage independence (This will be encouraged through newsletters). Children who are 5 and under are only allowed to be collected by an appropriate adult unless otherwise 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.

- Fortnightly 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 during an assembly.
- Punctuality has a high profile in the school information leaflets and new admissions parents meetings. The prospectus highlights the importance of punctuality and this feature's during meetings for parents of new admissions.
- The Head stresses the importance of punctuality to parents of new admissions.

Discussion with the Attendance Officer identifies pupils who need further intervention. Further intervention can include: - sticker charts for children, offering alarm clocks and daily phone calls home.

LATENESS PROCEDURE

All doors are locked at 9:00am and any children arriving late after the start of school is met by the Attendance Officer who records the name of pupil and the time of their arrival at school and the reason for lateness. Any child arriving before 9:30am is marked as L on the electronic register.

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

If a pupil is late twice in any week the Attendance Officer will make a phone call to the parent/carer.

If a pattern of lateness continues the Attendance Officer will do a home visit or invite the parent/carer in to discuss the problem.

(The Attendance Officer is responsible for entering the correct registration marks and will send letters on behalf of the Head of School from the 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 the place is not taken. Information packs are given on arrival to register. Previous school is contacted and asked for information over the telephone. The Attendance Officer and Admin Officer meet the family in school and introduce school's services within the first few weeks of a child starting with us. Pupils are given classroom buddies by their class teacher.

Pupils leaving this school

Address of new home and school requested. Receiving school 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

If parents/carers wish to take their child on holiday during term time after Monday 5th November 2012; they must put it in writing at least 14 days before the start of the holiday and the Governing Body will decide if they will be fined. All holiday requests (that are put in writing) are passed onto the Governors for them to make a decision on whether to refer to the Education Welfare Service or not. When the decision is made parents are informed by letter what the outcome is. The electronic registers are marked accordingly.

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 count. Pupils are marked present with a (/) for present or (N) for absent. The school is now using electronic registration.

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

Dinner money must be sent to the school office and not left in the classroom for any reason.

F. TARGET SETTING

Target for punctuality - to reduce lateness to nil.

Target for attendance – 100%

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) and externally by the LA. Further evaluation takes place termly by the Governors. They are informed about attendance levels.

Attached: - Appendix 1 – weekly, ½ term and full term certificate



GRIFFIN PRIMARY SCHOOL

C E R T I F I C A T E
of

Perfect Attendance

for the

Half Term

Awarded to

.....

date

.....

Head of School

.....

Attendance Officer



Appendix 1

GRIFFIN PRIMARY SCHOOL
C E R T I F I C A T E
of
Perfect Attendance
for the
Full Term
Awarded to

.....

date

.....

Head of School

.....

Attendance Officer



GRIFFIN PRIMARY SCHOOL
C E R T I F I C A T E
of

Perfect Attendance

for the

Full Year

Awarded to

.....

date

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Head of School

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Attendance Officer