



Griffin Primary School

Attendance and Punctuality Policy



1	Summary	Attendance and Punctuality Policy			
2	Responsible person	Louise Pitts			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Louise Pitts			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	LGB 14/8/23			
8	Version number	4.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



Contents

1. Introduction4

2. Attendance.....4

3. Persistent and severe absence7

4. Attendance legal intervention7

5. Punctuality8

6. Induction9

7. Family holidays and extended trips overseas10

8. Attendance registers10

9. Target setting10



1. Introduction

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. It is essential that the impact is minimised on individual children and on the school's progress.

Improving attendance is everyone's business. Teachers receive a class list every week with their percentage attendance. The class teacher will raise any concerns about a child to the admin office, who in turn will pass on to the Head of School.

The foundations for securing good attendance is that a school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

If parents/carers require any additional support from a member of staff e.g. with safeguarding, attendance, behaviour, learning; please contact the school office in the first instance and you will be directed to the staff listed below:

Safeguarding	Louise Pitts Amy Carter
Attendance	Amy Carter
Nursery and Reception Assistant Head and Phase Leader	Louise Smith
Year 1 and 2 Assistant Head and Phase Leader	Kirsty Roantree
Year 3 and 4 Assistant Head and Phase Leader	Tom Havercroft
Year 5 and 6 Assistant Head and Phase Leader	Ben Atkinson

The school office can be contacted on 01482 794122 or by email Griffin.Enquiries@vennacademy.org

The Head of School has overall responsibility for attendance.

2. 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/carers are informed of the expected level of attendance and this will be monitored by the school. The Head of School has the authority to withdraw a Nursery place from a child who has a poor attendance record.

The importance of regular attendance

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. Weekly newsletters are sent to parents/carers to remind them of the importance of good attendance. In the newsletter parents are also told the whole school attendance percentage for the week, and the classes with the highest percentages in EYFS/KS1 and KS2.
- 2) Attendance is discussed weekly in the Celebration Assembly – led by the Head of School or an Assistant Head.
- 3) Attendance is celebrated every week in each class. There is an attendance chart in the main school corridor, and the winning classes each week receive a certificate to display in the classroom.
- 4) Certificates are awarded weekly, termly and yearly. Improved attendance certificates are also awarded.
- 5) Attendance has a high profile in meetings with parents/carers of children who are starting school in Nursery/Reception; and those who are moving schools. In this case, the child's previous school is contacted and asked for information over the telephone, including their current attendance. Prior to admission parents will be invited in to meet with the Head of School where attendance expectations are shared.
- 6) The school no longer access 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.
- 7) The administrative team check all registers both morning and afternoon and liaises with the welfare team about any visits to the home. Discussion then takes place with the Head of School on further action if the problem continues. If a home visit takes place, feedback is given to the Head of School as soon as possible and information is recorded on CPOMS.
- 8) All parents of children who are open to social care are made aware that their child's attendance and punctuality will be shared with Social Care.

General attendance procedures

All absence from school must be explained by written, verbal or telephone message from the parent/carer. These are recorded on the SIMS attendance system. Only the Head of School or a member of the Senior Leadership Team can authorise



absences or send a child home who is ill. The Department for Education expects the school to make a common-sense judgement about this.

Children should only be absent from school if they are ill, or if they have a medical or dental appointment. They should not be absent for birthdays, hair appointments, shopping trips etc. All parents/carers whose children have attendance below 90% will be asked to provide a medical note/evidence to support the absence. Whenever possible, children should be brought into school before their appointment and returned after it.

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

The following actions will be applied when any child fails to attend school without their parents/carers providing a reason for absence.

- If no contact has been made by the time the registers close at 9:35am then this will be recorded on SIMs as an absence.
- The school will then endeavour to contact the parents/carer or any named contact on record by telephone, texts may be sent to parents if no response.
- Reasons for absence will be recorded on SIMS by the admin office.
- A home visit will be made by the attendance officer on the day of absence if no contact is made. If no one answers the door a card will be left asking the parent to make contact with the school as soon as possible. Absence not reasonably explained by parents/carers is recorded as unauthorised.
- Any child who is absent for 3 or more days will be visited by the attendance officer regardless of the reason for the absence. The child must be seen and medical evidence provided as proof of illness.
- If no contact has been made with parents/carers; and the child hasn't been seen by the 3rd day of absence, we may report it to the police as the child will then be classed as a 'missing child'.
- Any notes must be dated; records of verbal communication from parents/carers about absences must be shared with the office as soon as possible. These notes should be added to CPOMs by the staff receiving them on the same day.
- For pupils with a social worker, the named worker will be informed if the child/children is absent from school.
- If no contact can be made with a parent/carer either via telephone or a home visit, advice will be sought from the Education Welfare Service and the child may be identified as a child missing in education.

Home visits

Staff who will be making home visits:

- Mrs Amy Carter – Deputy Designated Safeguarding Lead; Safeguarding and Welfare Liaison Officer
- Miss Megan Allen – Junior Admin Assistant
- Mrs Helen Batty – Senior Administrative Assistant
- Miss Louise Pitts – Head of School and Designated Safeguarding Lead



Two members of staff will always carry out home visits. Safeguarding of staff is paramount and therefore sometimes home visits cannot take place. Aggression or threatening behaviour towards any member of staff visiting homes will not be tolerated and further action will be sought.

Monitoring attendance

The Head of School and members of the Admin team review attendance levels weekly and individual attendance is shared with phase leaders and class teachers. Regular patterns of authorised or unauthorised absence are picked up and discussed weekly.

Members of the SLT will meet with parents/carers of pupils with low attendance or those pupils whom are persistently late or absent.

3. Persistent and severe absence

Any child whose attendance drops below 90% is classed as having **persistent absence**. Every fortnight the Head of School and Safeguarding Team review every child's attendance which is below 90%. They are then placed into one of three categories:

- 1) Where there are good and known reasons for the low attendance no further action will be taken at that time.
- 2) Where there are significant concerns about a child's attendance they will be placed on the monitoring list and parents/carers will receive a phone call to inform them attendance is being monitored.
- 3) Where there are serious concerns about a child's attendance, or there has been no improvement following a monitoring phone call, the Head of School, or member of SLT, will then invite the parents/carers in for a meeting to discuss attendance and set targets.

Any child whose attendance drops below 50% is classed as having **severe absence**. In this instance, the above will be followed as well as working jointly with the Education Welfare Service.

4. Attendance legal intervention

If attendance is becoming an issue, parents/carers are contacted either via a phone call or a letter and there is no improvement then they will be invited in for a meeting to discuss a family plan to tackle barriers to attendance. If no improvement is seen then the parents/carers will be called in for a formal support meeting to create a parental contract agreement. The final stage will either be involving children's social care involvement or prosecution.

Stage 1 – Voluntary support in the form of a family plan – inviting school staff to the meeting

Stage 2 – Formal support in the form of a parental contract agreement – inviting relevant agencies (where applicable) and school staff to the meeting

Stage 3 – Statutory Children's Social Care involvement or Prosecution. Referral to Social Care sent by the safeguarding team or referral to Education Welfare Service sent by the attendance team.



In cases of persistent low-attendance a referral will be made to the Educational Welfare Service who may then issue a Penalty Notice. If low/poor attendance still persists a further referral will be made to the Educational Welfare Service which may lead the case to be placed before the Magistrates Court under section 444(1)A of the Education Act (1996).

A Penalty Notice incurs a fine of £60 if paid within 21 days increased to £120 if paid within the 28th day. This will be issued to each parent for each child who is not at school on the dates when the holiday is taken.

A Penalty Notice request will be issued if the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason of absence. It will be up to the family to prove that they have not taken a family holiday.

5. Punctuality

It is the parents/carers legal responsibility to ensure that their child/children arrive at school on time. The school registers close half an hour after the start of the first session. Lateness is logged on SIMS.

NURSERY TIMES

Morning session 8:45am – 11:45am

Afternoon session 12.30pm – 3.30pm

SCHOOL TIMES

The school doors open at 8.40am.

School starts at 8.55am and ends at 3.30pm.

School finishes at 1.50pm on a Thursday for pupils from Reception to Year 6. Nursery remains open until 3.30pm on a Thursday.

Parents/carers are welcome to bring their children onto the playground and wait with them until the year group doors open. Pupils in Year 5 and 6 can come to school on their own and leave school on their own only with written or verbal permission from parents/carers.

Children who are 5 and under are only allowed to be collected by an appropriate adult, unless authorised by the Head of School or a member of the SLT. These adults must provide a password if requested.

The importance of being punctual

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
- Newsletters are sent out to remind parents/carers of the importance of punctuality
- Punctuality is discussed with pupils and is promoted by class teachers, phase leaders and by the Head of School
- Punctuality has a high profile in the school information leaflets and new admissions parent meetings. The prospectus highlights the importance of punctuality and this features during meetings for parents/carers or new pupils
- The Head of School stresses the importance of punctuality to parents of new admissions

Monitoring punctuality

The Head of School and members of the Admin team review punctuality weekly. Pupils requiring intervention will be identified and strategies implemented e.g. sticker charts, doing a job, phone calls home. Where these interventions don't work, pupils will be targeted as Early Bird pupils for a four-week period and will receive stickers and prizes when on time to school.

Members of the SLT will meet with parents/carers of pupils who are persistently late.

Lateness procedure

Phase doors close at 8.55am. The registration period lasts for 10 minutes. Any pupil arriving after the registration period will be sent to the school office for registration and is recorded as an 'L' code which signifies late. The Admin staff record in the late book the name of the pupil and the time of their arrival at school and the reason for lateness.

Any pupil arriving more than half an hour after the start of the session will be recorded as 'U' code which signifies that they arrived after the official close of the register and will therefore denote an unauthorised absence for that session.

For any child that is frequently late during a half-term period, the Head of School and members of the Admin team will raise concern over this with parents/carers, either at drop off, by phone or letter.

6. Induction

Pupils and families are visited at home prior to starting in the Foundation Stage in Nursery. Opportunities are given for the parents/carers and children to visit the school prior to their start date. Information leaflets and guides for parents/carers are given at this time.

Pupils moving from other schools

Requests for information about places are followed up by telephone. Information packs are given on arrival to parents/carers. The previous school is contacted and



information about attendance is sought prior to the child starting. Parents/carers and pupils are introduced to the class teacher and support staff who work in the class; and pupils are given classroom buddies by their class teacher.

Pupils leaving the school

When a pupil leaves, the Office staff request the new home address and which school they have requested. The receiving school is asked to inform us on entry. All records will be sent within 5 days of the child/children registering at the new school. If no registration notice is received within 1 week, then advice is sought from the Education Welfare Service.

7. Family holidays and extended trips overseas

As part of the Working Together to improve School Attendance document, leave of absence is granted entirely at the Head of School's discretion.

8. Attendance registers

The class register is a legal document and the responsibility for ensuring that it is marked correctly lies with the class teacher. Any new teaching staff are briefed on how to complete the register.

Registration is held first thing in the morning and after lunch. Pupils are marked as either present or absent. Electronic registers are completed using SIMS.

9. Target setting

Target for Punctuality – to reduce lateness to nil

Target for Attendance – to improve to 96% with less than 15% Persistent Absence

Children and parents are reminded of this target regularly.

N.B. It is worth noting the following facts:

- A pupil who takes 10 days Leave of Absence (whether authorised or not) in an academic year can only achieve a maximum of 94.7% attendance.
- Absenteeism in the first month of school can predict poor attendance throughout the school year.
- A persistently absent child is one who misses school for at least 10% of the time.

This policy will be reviewed annually.