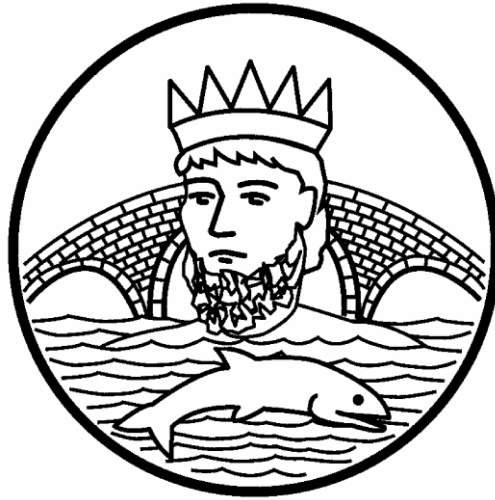


King Athelstan Primary School



Attendance and Punctuality Policy

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King Athelstan Primary School - Inspiring Excellence

We believe in the relentless pursuit of excellence to achieve high standards.

We are driven to inspire our school community to be aspirational, ambitious and to "dream big."

We empower children with choices which prepare them for a life of opportunity.

We teach children that hard work delivers success; we encourage children to take risks and ask brilliant questions in order to inspire a love and passion for learning.

We teach children to think.

We put children's happiness and welfare at the heart of everything we do.

We value friendship, kindness and respect.

We celebrate the excellence in each individual.

We expect families to work with us to form a strong team around every child.

We teach children to be good citizens.

We are proud of our school: Come as you are and leave us great

Responsibility: SLT/Welfare and Attendance Officer

Date reviewed: June 2019

Next review date: June 2022

King Athelstan Primary Attendance Policy

Introduction

The progress of each child is central to King Athelstan's school ethos. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential.

Children's attendance is monitored weekly by the school's Welfare and Attendance Officer. As a school, we expect every child's attendance to be at least 96%; anything below 90% is considered as persistently absent and the school's actions around this are followed up with the Local Authority via the Education Welfare Officer.

We expect all children on roll to attend every day, when the school is in session as long as they are fit and healthy enough to do so.

The Headteacher and Welfare and Attendance Officer, in partnership with parents and carers have a duty to promote full attendance at school. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law. Parents/carers have a legal duty to ensure that their child attends school regularly and arrives on time.

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:-

- a) To age, ability and aptitude and*
- b) To any special educational needs he/she may have either by regular school or otherwise*

Understanding Types of Absence

There are many reasons that children may be absent from school some of which are considered to be authorised absences and others are unauthorised. Some examples of these are as follows:

Authorised Absence

- **Illness** - please note that whilst illness is considered an authorised absence if a child is persistently off with illness medical evidence from a doctor may be requested in order for the absence to be authorised.
- **Medical appointments** - every effort should be made outside of school hours. If a medical appointment falls in the middle of the school day it will be expected that the child will attend school before and after the appointment. Medical appointments will only be authorised if an appointment card/letter or other form of verification is provided by the doctor/dentist/hospital.

- Exceptional Circumstances - these may be authorised by all applications are managed on a case by case basis. An Exceptional Leave form should be completed and returned to the school office.

Unauthorised Absences

- Family Holiday - Amendments to the 2006 school attendance regulations state that "head teachers may not grant any leave of absence during circumstances". This means that holiday will not be granted due to reasons such as cost and work commitments.
- Birthdays - children are expected to attend school as normal when their birthday falls within term time.
- Further absences once a child is Persistently Absent without medical evidence are unauthorised.

The School's Approach

The school's aim is always to work alongside families to enable children to attend school well. The open door policy and open dialogue ethos aim to encourage parents/carers and school to approach each other in order to remove barriers. In many cases engaging with the school's additional services (e.g. Nurture or Family Support) or work alongside other multi-agency teams (e.g. Education Welfare) will support the improvement of attendance. Attendance contracts are also used in some cases to agree the approach between family and school. These are also used when a new child arrives at the school with a history of poor attendance at a previous school or setting.

Procedures for Absence

It is the parent/carers responsibility to contact the school on the first day of absence. A message should be left on the school absence line, this should include the child's name, class and reason for absence. Messages should be left no later than 8:50 on the day of absence as this is a safeguarding matter and ensures that all parties know that your child is safe.

If your child is absent due to vomiting, they should not return to school for the next 48 hours after the last bout of sickness. This is to reduce the risk of infection to other children and staff members at school.

If the school does not receive a telephone call from a parent/carer, the Welfare and Attendance Officer will telephone the parent/carer. Failure to make contact via this method will trigger any of the following in order to establish the reason for absence: text message or email to primary

contacts; telephone call to other contacts listed; contact with other services involved with the family if relevant e.g. Family Support Worker. If further services are already working with the family, they may be informed, depending on the agreed procedure for a particular child e.g. Lead Social Worker.

If a child is absent for more than 5 consecutive days and there has been no contact from a parent/carer the absence will be referred to the Single Point of Access within Children's Services at the Local Authority. The school may take this action before 5 days if they feel the particular circumstances warrant it.

Punctuality

Children are expected to be in school at 8.45am each morning. They are registered at 8.50am and learning starts immediately. (8.30am start for Nursery)

All pupils who arrive late must report to the school office where parents/carers are expected to sign the lateness register and provide a reason for the lateness. If your child arrives at school after registration closes at 9:30, they will be marked as absent for the entire am session (this will be unauthorised).

If you are late collecting your child at the end of the school day you will need to sign the lateness register.

Attendance Monitoring

Pupil's attendance is monitored each week for all pupils who attend the school, this includes children who attend nursery.

Any pupil whose attendance falls below 95% will receive an absence monitoring letter informing parents/carers of the current level (appendix 1).

If attendance continues to fall, a further letter will be sent advising parents/carers of a 4 week monitoring period (appendix 2). If attendance does not improve during this period a meeting will be scheduled with parents/carers and the Welfare and Attendance Officer and/or Headteacher.

Any child whose attendance falls below 90% will be monitored very closely and the school's actions around this are followed up with the Local Authority via the Education Welfare Officer.

Signed on behalf of the Governors: _____

Date: _____