

Christ Church CE Primary School, Walshaw

Attendance and Punctuality Policy

At Christ Church Primary School, we believe good attendance at school is crucial for effective learning to take place. As children grow and prepare for their next stage of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where children are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

We aim to :

- Increase parents' and children's awareness of the importance of regular attendance
- Maintain our excellent, overall attendance rate
- Decrease the number of absences for holidays
- Improve children's punctuality

Attendance Lead

In our school, the Head Teacher takes the lead on attendance. Data is inputted into the school's computerised management system Arbor and analysed by the school administrator.

Attendance Target

The Local Academy Committee will set a realistic annual attendance target at their Autumn term meeting.

Responsibility of Parents

Our "Home-School Agreement" sets out the responsibilities of parents to:

- Make sure that my child is at school regularly and on time
- Contact the school promptly by phone when my child is absent

In addition we ask parents to:

- Keep their child off school for 24 hours after their last bout of sickness or diarrhoea
Some guidance has changed due to the impact of Covid-19
- Submit any requests for absence during term time at least 10 days prior to the proposed absence

Responsibility of School

We will

- Record all attendances, absences and lates

- Provide an annual statement of attendance to be included with the annual school report
- Follow up any unexplained absences by a phone call
- Reply to requests for absence in a timely fashion
- Inform parents of holiday and term dates as soon as they are agreed by the Trustees
- Inform parents of any unavoidable school closure (e.g. due to snow, due to industrial action)
- Work with parents where a child's attendance is becoming a concern
- Work with the School Attendance Team where concerns persist
- Publish termly and annual absence rates on the school website
- Provide termly and annual absence data as required by the Local Authority and DfE

Holidays in Term Time

Amendments to the 2006 Pupil Registration Regulations (September 2013) do not allow Head Teachers to grant leave for a pupil to be absent for a family holiday. Any requests for holidays will be declined, and if leave is taken, this will be marked as an unauthorised absence in the register.

If the school is contacted by parents / carers to inform that a child is unwell during a period when an application for a holiday in term time was applied for and declined or the child is absent during the said period and there is no contact from parents / carers, the head teacher will seek to ascertain whether the family is indeed on holiday. The head teacher might employ the services of the Local Authority's School Attendance Team to conduct a home visit.

Any holiday taken of 5 days or more, which has not been authorised, can be referred to the Local Authority for a Fixed Penalty Notice to be issued.

Authorised Absences

Absences may be authorised by the Head Teacher under the following circumstances:

- Open days at Secondary schools
- Medical / dental appointments
- Family bereavement
- Wedding of a close family member (but not of the child's parents)
- Visiting sick relatives
- Religious observance
- Holidays for Service or Fire Brigade Personnel
- Attending approved modelling, acting or sporting activities not arranged by the school (up to 10 days per year)

For absence to be considered under one of the categories above, parents must submit a written request to the Head Teacher who may request further supporting documentation before authorising an absence.

The school will not provide work for children to complete during periods of holiday absence.

Any pupil not returning to school on the agreed date, following an authorised absence will be referred to Local Authority officers for the purpose of the issue of a Fixed Penalty Notice.

Medical / Dental Appointments

Where possible, appointments should be made outside of school hours.

Where this is not possible, parents are requested to inform the school by phone or letter. Proof of the appointment will be requested from parents.

Parents must report to the office when collecting a child for or returning a child after an appointment.

The school will keep a record of when children depart and return.

Attendance Monitoring

Attendance data is input and submitted to the Local Authority on a weekly basis.

Attendance data is analysed at the end of each half term.

Parents of children whose attendance is below 93% are contacted by the Head Teacher.

If absence is unexplained or due to lateness after close of register, parents are expected to improve this during the following half term. If not, the Head Teacher can refer the matter to the School Attendance Team who may consider issuing a Fixed Penalty Notice.

Role of the School Attendance Team

The SAT has a statutory role to monitor absence on behalf of the Local Authority and DfE. The Head Teacher meets with a representative from SAT every term.

Absence rates are discussed alongside any children whose attendance is below 93%. The SAT will consider issuing Fixed Penalty Notices to parents of children who are persistent absentees (below 90% attendance).

Punctuality – Start of School Day

It is important that children arrive in school on time so that they have a settled start to the day. The school day begins at 8.55 a.m. Classroom doors are opened at 8.45 a.m. to enable children to organise their belongings and settle down.

The doors are closed at 8.55a.m. and any children arriving after that time should go into school via the main office.

Registers close at 9.15 a.m. Any arrival after that time is recorded as late.

Punctuality Monitoring

Punctuality is monitored every half term.

The parents of children who have been recorded as late on 6 or more occasions during the half term are contacted by the Head Teacher.

The parents of children with an unauthorised absence rate of more than 10% due to lateness (i.e. after 9.15 a.m.) will, in the first instance, be contacted by the Head Teacher. If the situation does

not improve, the Head Teacher can refer the case to the School Attendance Team who may consider issuing a Fixed Penalty Notice.

Punctuality – End of School Day

The school day ends at 3.25pm or 3.30 p.m. Children must be collected on time, unless they are making their own way home or attending an after-school activity. Children who are not collected by 3.40 p.m. are referred to the School Administrator who will immediately contact the parents.

With parental agreement, the child may attend Cabin Crew if there is space but the parents will be charged. If there is no space in the Club, or if alternative arrangements are not made by the parents, the child will be placed in the care of the Head Teacher.

If the child is not collected by 5.30 p.m., then the Head Teacher will contact the Social Care department.

All cases of lateness at the end of the school day will be recorded.

Monitoring and Review of this Policy

Attendance data is monitored every half term by the Head Teacher.

Attendance and absence data will be included in the Head Teacher's Termly Report to the LAC.

Policy Revised September 2021