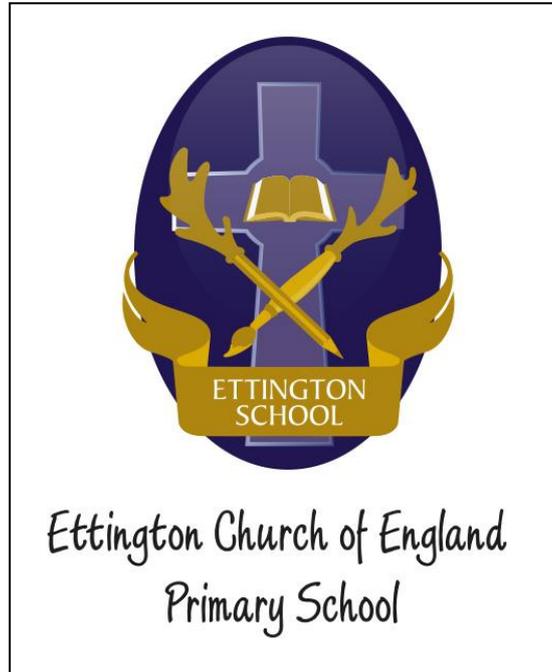


# **ETTINGTON CE PRIMARY SCHOOL**



## **ATTENDANCE & PUNCTUALITY POLICY**



Ettington Church of England  
Primary School

## **ETTINGTON CE PRIMARY SCHOOL**

### **ATTENDANCE POLICY: UPDATED ANNUALLY**

#### **Aims:**

- Maintain parents' and pupils' awareness of the importance of regular attendance in order to raise attendance
- Improve punctuality
- Raise level of achievement
- Maximise opportunities both in school and in later life

#### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

#### **As a parent you can help us by:**

- Ringing on the first morning of all absences with the reason and saying when the child will return – by 9.00am
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Bringing your child to school before and returning them after a hospital or other medical appointment
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

#### **School shall take various measures in order to safeguard children by:**

- Following up unexplained absences after registration, with a phone call and/or Text Message on the first morning (see appendix A)
- Reminding parents of the importance of regular attendance and punctuality in newsletters, and the Home-School agreement
- Publishing our attendance rate on the school website
- Acknowledging and rewarding good attendance
- Publishing your child's attendance rate on her/his annual school report
- Letting you know if we have concerns regarding your child's attendance
- If we continue to have concerns make a referral to the ACE team (Attendance, Compliance and Enforcement Service), who visits the school regularly to review and support attendance matters

#### **Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

### **Unauthorised Absence**

There are times when children are absent for reasons, which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are:

- Waiting on a delivery
- Going shopping or for a hair cut
- Going for a family day out
- Because it is your child’s birthday
- Sleeping in after a late night
- Unapproved Holidays
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory
- Parents are unwell (*call us, we can help to get your child to school*)

Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absences.

### **Punctuality**

- We bring the children in at **8.55**.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfES guidance.
- We will let you know if we have concerns about your child’s punctuality.
- Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time.

### **Lateness**

- All children arriving after 8.55 **must be accompanied to the school office by the parent /carer**, where they will be asked to sign them in.
- Lateness is monitored regularly. Where children have persistent lateness problems the head will invite the parents into the school to a formal meeting

### **Holidays and Term Time Leave of Absence**

The Government have issued new regulations in September 2013 regarding Leave of Absence; See Appendix D. Parents do not have entitlement to take their children on holiday during term time. Application for Leave of absence is only allowed at the discretion of the Head Teacher in accordance with the school policy as agreed by the Governing Body taking into consideration the amount of previous absence.

#### **It is our policy:**

- That no Holiday will be allowed in line with the new Government Regulations

- Parents wishing to apply for leave of absence during term-time will need to fill in an application form well in advance. Please ask the school office for a form; the head teacher will consider your request and advise you of her decision, (possibly asking to meet with you to discuss).
- No Leave of Absence requests will be granted for children in year 2 and 6 during SAT's week. Notification of the date will be given to parents as early as possible in the academic year.
- If the school does not agree and you take your child out of school, the absence will be unauthorised.

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A **good** understanding of the work can only take place when the pupil is in the classroom.

### **School outings / visits / residential trips**

Opportunities for children to attend these activities are provided. If they do not go, the children **are expected in school**, where alternative arrangements will be made for them

Governors **will not authorise** absence if the child does not attend school during this time, unless there is a valid medical reason (*a bad cold is not acceptable*) or medical certificate provided or there are exceptional family circumstances

### **Monitoring and Evaluation**

Throughout the year parents will be kept informed of school expectations and procedures through newsletters

The school employs strategies to encourage good attendance

- Each week the Class with the highest attendance receives an Attendance Award
- At the end of the Academic Year children with 100% attendance and no lates will receive an award

### **Procedures**

- Registers of all classes are kept in the school office and monitored by staff daily
- ACE visit Annually to audit an action plan. Attendance Governor visit Termly
- Log kept of children who arrive late
- Log kept of all children daily for whom no notification for absence has been made and of phone calls made
- Log kept of phone calls received from parents and reasons given
- Log kept of children who leave and return daily for appointments

### **Legal Note**

*Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils. The Education (Pupil Registration) (England) Regulations 2006 make no provision for holidays in term time. The regulations state that Leave of Absence in term time should only be authorised under special circumstances.*

We value your support in helping us to maintain high standards.

***"Every day counts..."***