



ATTENDANCE POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
01/03/2024	March 2025
Governor Signature:	

Attendance Policy

Aims

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality
- Ensure that all children have full and equal access to the best education that we can offer
- Make parents/carers aware of their legal responsibilities
- Ensure that school attendance figures meet or exceed Government targets

Attendance Targets

Percentage	Judgement on Attendance
96% +	Good attendance.
90 % – 95.9%	Attendance is below average and causing concern
Less than 90%	Attendance is classed as Persistent Absenteeism

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership to ensure children have full and equal access to all that school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Expectations

We expect that all children will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher any problems that may affect their school attendance

We expect that all parents/carers will:

- Gates open at 8.50am and close at 9.00am
- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day. Pupils to go straight into school. The teachers will register the children at 09:00am
- Ensure that they contact the school before 9.30 am if their child is unable to attend school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Notify school immediately of any changes to contact details at any time during the year
- Collect their child at the end of the school day, 3.30pm

We expect that school will:

- Provide a safe learning environment
- Keep regular and accurate records of attendance and punctuality
- Monitor each individual child's attendance and punctuality
- Contact parents when a child fails to attend and where no message has been received to explain the absence
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested
- Encourage good attendance and punctuality
- Meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality

- Use the three letter system to follow up concerns about attendance with parents. Where possible we try to personalise these letters in order to recognise individual situations.
- Write to parents if lateness is causing a concern.
- Refer irregular or unjustified patterns of attendance to Education Welfare

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other children in the class.

- The main playground is supervised from 08:50am and children go straight into school
- The playground gates are locked promptly at 9.00 am and any children arriving after this time will need to be brought into school via the school office. This will be recorded as being late for school in Bromcom and also recorded in the late book which provides a quick and easy way of monitoring pupil lateness.
- Late children are given a late card to take to class, so teachers know they have signed in at the office.
- Staff also tick an emergency register sheet which can then be used to check pupil attendance in case of a fire.
- By law, schools must take a morning and afternoon register and record the attendance or absence of every child. These are recorded electronically by teachers in Bromcom.
- Children's attendance is recorded on their report and will be passed on to future schools as necessary

Child leaving school during the school day

During school hours the school staff are legally in loco parentis and therefore must know where the children are during the school day.

- Children are not allowed to leave the premises without prior permission from the school
- Whenever possible, parents should try to arrange medical and other appointments outside school time
- Parents are requested to confirm in writing by letter or email, the reason for any planned absence, the time of leaving and the expected return time
- Children must be signed out on leaving school and be signed back in on their return
- Where a child is being collected from the school, parents are to report to the office before the child is allowed to leave the site
- If a child leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police.*

Leave of absence

In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

- In **exceptional circumstances** leave of absence may be granted.
- Where leave of absence is due to exceptional circumstance, an application should be made in writing, no less than **2 weeks prior** to the requested date.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

Penalty Notices

Penalty Notices can be issued for unauthorised leave. The amount payable on issue of a Penalty Notice is £60 (per child, per adult) if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was absent from school with the knowledge of the parent and does not meet the statutory defences mentioned.