



Attendance and Punctuality for Pupils

Status: statutory

Review Period: 3 year

Next review Date: September 2020

SCHOOL AIMS

- ❖ Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- ❖ Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning.
- ❖ Enable pupils to progress smoothly, confidently and with continuity through the school.
- ❖ Make parent/carers aware of their legal requirements.

THE SCHOOLS EXPECTATIONS

Pupils:

- attend school regularly
- arrive on time, appropriately dressed and prepared for the day

Parents:

- encourage their children to attend school
- contact the office whenever their child is unable to attend school
- ensure their child is appropriately dressed, taking account of school dress code
- ensure their child arrives in school well prepared for the school day

Pupils and parents can expect the following from the school:

- Regular, efficient and accurate recording of attendance and time keeping
- Contact from the school on the day that the pupil does not attend school if no contact has been made from the parents/carers.
- Early contact with parents when a pupil fails to attend without good reason and there is a pattern of absences or an excessive number of absences or lateness
- Immediate action on any problem notified to us, in confidence if necessary
- Positive measures to encourage good attendance
- A high quality education

POSITIVE MEASURES TO ENCOURAGE GOOD ATTENDANCE

- Registers will be completed accurately at the start of each day
- Daily monitoring by class teachers, contacting school administrator to raise concerns where appropriate
- Regular monitoring by HT on attendance and punctuality
- Discussion with HT & Education Welfare Officer where attendance falls below 90% and the HT has concerns
- Regular reviews and meetings with parents where appropriate

PUNCTUALITY/LATENESS

We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but it shows consideration for everyone else in the class and avoids repetition of instructions and teaching. All children who arrive in school after 9.00am are to be marked late. Procedures to be followed in the case of persistent lateness may involve the Education Welfare Officer.

MEDICAL APPOINTMENTS

Where a child misses more than half the morning or afternoon because of medical appointments this will be recorded as "authorised absence" in the register.

RESPONDING TO NON-ATTENDANCE AND THE PROCEDURE FOR LATENESS

1. If no note or telephone call is received from parents, the school will contact the parent. If there is no response a letter will be sent from the office.

2. In cases of continued non-attendance or lateness the Education Welfare officer will be alerted by the Head Teacher and home visits will be carried out.

3. In the most extreme circumstances a referral will be made to the local Area Attendance Advisory Group.

PARENTAL REQUESTS FOR HOLIDAYS DURING TERM-TIME

Permission for family holidays in term time can only be granted in exceptional circumstances

Where:

- ❖ The holiday is important for the well-being and cohesion of the family following serious or Terminal illness, bereavement or other traumatic events
- ❖ Evidence is provided by an employer that leave cannot be accommodated during school holidays without significant consequence.

Where holidays are taken which do not fall into the “exceptional circumstances” category, these will be recorded on a child’s attendance record as “unauthorised absence”. All requests for more than 10 school days holiday leave within a 12 month period must be put in writing to the Director of Education.

When a pupil is withdrawn during term time there is disruption to the learning process that can result in the pupil falling behind his/her group. There is a belief, amongst some parents, that this time can be made up by the school providing ‘work’ for the pupil to complete during the holiday period. However this does not have the desired effect since the pupils has missed out on quality teaching time. In general terms it is our policy that it is not possible to provide your child with the work which is planned for his/her group during this period of absence.

RESPONSIBILITY

In order for this policy to be successful every member of the school community must make attendance a high priority. We must share our enthusiasm for education; communicate its importance to pupils and all members of the school community.