

# Clipston Endowed VC Primary School and Great Creaton Primary School Attendance and Punctuality Policy



## **Attendance and Punctuality Policy**

To be presented to Governors and adopted: January 2017 and updated April 2017

To be reviewed: Spring 2018

Signed .....

Mr Graham Leah – Chair of Governors

## **AIMS OF CLIPSTON SCHOOL**

Clipston Endowed VC Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

## **AIMS OF GREAT CREATON SCHOOL**

Great Creaton Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and a deep sense of self-worth. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual, moral, social and cultural development to support the ability to grow and flourish as human beings.
- c) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- d) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- e) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- f) Ensure equal opportunities for all.
- g) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- h) Develop a sense of pride in belonging to Great Creaton Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

## **STATEMENT OF INTENT**

- Our schools aim to maximise the attendance of our children
- Our schools aim to provide an environment which encourages regular attendance and punctuality
- Our schools aim to achieve excellent levels of attendance and punctuality to enable all students to take advantage of the educational opportunities available to them
- Our schools recognise that a good school attendance is essential for pupils to maximise their achievement and attainment at school
- Our schools will offer prompt support where pupils experience attendance difficulties at school

## **Roles and responsibilities**

### **Pupils**

All pupils are expected to attend school and all their lessons regularly and punctually. All pupils are expected to strive to achieve an attendance target of at least 96%, and to aim for 100%

### **Parents/carers**

Parents are responsible for ensuring their child attends school regularly and punctually. Parents should inform the school on the first day that their child is absent, by 9.15am and, where an absence exceeds one week or more, should provide a letter on return explaining the reason for absence. Parents should avoid making medical/dental appointments during school hours and holidays should not be taken in term time. Where this is unavoidable, requests for leave of absence should be made using the appropriate form, available from the office or school website.

### **School staff**

School staff will endeavour to achieve good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching or pastoral staff). The school will employ a range of strategies to encourage good attendance including appropriate rewards. Staff will respond to all absenteeism firmly and consistently. Where pupils experience attendance difficulties they will be offered prompt support by the school. Parents will be informed of any concerns that arise over their child's attendance. School will consider the individual circumstances of absences and inform parents if any absence is unauthorised.

### **Governors**

Governors monitor attendance to evaluate the effectiveness of the attendance policy, which is reviewed annually. Attendance figures are monitored by the Governing Body at Full Governing Body meetings. Guidance may be sought from the Department for Education: [www.education.gov.uk](http://www.education.gov.uk).

## **Headteacher**

The Head Teacher monitors individual pupil and whole school attendance and punctuality, and works in partnership with key agencies. The Head Teacher provides Governors with information to enable them to evaluate the success of policy and practice, and communicates school policy to parents/carers. The Head Teacher will inform parents/carers by letter when a child's attendance falls below 90%. The absence data trawl will be completed 6 times a year as close as possible to every school holiday.

If a child's attendance is below 85% over the previous 6 week term, the school will initiate the Absence Timetable – see **Appendix 2**.

## **Class teacher**

The Class Teacher provides an accurate record of the attendance of each pupil in their class and brings issues of attendance or punctuality to the attention of the Head Teacher promptly.

## **Administrative staff**

The Bursar will ensure that the preparation, management and co-ordination of the use of SIMs (or other attendance management system) takes place, and provide the Head Teacher with attendance data on a termly basis, and more frequent updates as requested. The office administrative staff will co-ordinate the "First Morning Response" and make every reasonable effort to contact the parents of a child who is absent without the school having been informed, to be sure of the child's whereabouts.

## **The Local Authority**

- Provide advice, support and challenge to schools, children and families, to maximise attendance at school.
- Take enforcement action as appropriate including penalty notices, prosecutions, School Attendance Orders and Education Supervision Orders.
- Support the whole school response to attendance through meetings and monitoring of individual children's attendance.

[www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

## **Registration procedures**

### **Times at which registers open and close:**

Registers will be opened at 8:55am and 1:15pm (Clipston) and 8.55am and 1.00pm (Creaton).

Registers will close at 9.05am and 1.05pm (Creaton) and 9.05am and 1.20pm (Clipston).

Once registration has ended registers must be sent to the office.

Absence codes are attached to each class register.

## **Authorised absence**

It is up to the Head Teacher ultimately whether to authorise an absence. Requests for Absence will only be authorised in exceptional circumstances. A list giving examples of such circumstances is attached in **Appendix 1**. The headteacher may also consult guidance from the National Association of Head Teachers (NAHT).

## **Unauthorised absence**

It is a parent's responsibility to ensure that their child attends school. Absence from school will not be authorised for holidays, shopping, birthdays, minding the house, caring for brothers/sisters/relatives or because suitable child-care arrangements cannot be made.

Parents and staff should understand that just because an explanatory letter from a parent has been received by the school, this does not mean that the absence will be authorised.

If attendance drops below 85% in any one six-week term and where there is 10% or more unauthorised absence, the school may involve the Local Authority. In line with Government legislation the County's Policy, we must report unauthorised absences of 5 consecutive days or more and the County Council may issue a Fixed Penalty Notice fine to the parents. This means that if a parent requests an absence for a holiday that requires an unauthorised absence of 5 consecutive schools days, the Headteacher should refer the case to the Local Authority (unless the child is below statutory school age).

Parents can be fined by the local authority for taking their child on holiday during term time without the authorised consent of the school.

## **Illness**

Parents/carers are asked to contact the school by 9.15am on each day of absence. Where it is clear from the outset that the illness will last for several days, the parent is not required to phone in every morning, but instead will give an estimated day of return to school. This will be noted on the message pad and the class teacher informed. The school can make a decision not to authorise prolonged or repeated absences without doctor's note. Parents will be informed if the school seeks confirmation from the child's GP or other Medical Practitioner e.g. hospital consultant.

## **Lateness**

Pupils arriving after the register has been closed will be considered as late. Pupils arriving after the playground gate is locked at 9.00am, must report to the school office so that attendance can be recorded. The Late Book in the office should be completed. Action to address lateness will be taken in line with the schools strategy to improve punctuality.

## **Sanctions for repeated lateness**

Parents are contacted by letter if lateness becomes a persistent problem. Where a child is late on a regular basis i.e. more than twice every week for any six week term, parents will be contacted by letter.

### **Medical/dental appointments**

Absence from school due to medical/dental appointment will be considered as an authorised absence. However, parents/carers are encouraged to make all such appointments out of school hours.

### **Persistent absence**

The Department for Education focuses on both authorised and unauthorised absence. "Persistent absence" refers to absence of more than 20%, whether authorised or unauthorised. Pupils with persistent absence are often those unlikely to attain at school and stay in education after the age of 16 years. They are also significantly more likely to engage in anti-social behaviour and youth crime and are more at risk of other negative outcomes (including teenage pregnancy and drug and alcohol abuse). Our schools notify parents before their child is identified as a Persistent Absentee, when attendance drops below 90% in any 6 week term (autumn term 1 to summer term 6). The Local Authority may become involved in a case where a pupil has accumulated 15% unauthorised absence.

### **Procedures for following up absence**

- Parents are required to inform the school office if their child is absent, by 9.15am, leaving a message on the answer phone if necessary.
- **First Morning Response** – contact is made with the registered parent as soon as possible and at the latest by 10.00am on the first day of absence if no reason is known.
- Reasonable attempts to contact a parent will be made and an answer phone/voice-mail/email message will be left if necessary.
- First Response contacts (and reply responses from parents) will be logged in the record book.
- If a response is not received from a parent by 12.00pm, arrangements will be made, wherever possible, to carry out a home visit.
- If a home visit cannot be made (e.g. the child lives in Northampton) or a home visit does not result in the safety and whereabouts of a child being known, the school will escalate the concern by contacting the MASH (Multi Agency Safeguarding Team).
- Teachers will be informed by way of a message from the office on the signing in book, of instances where the office is unmanned and make appropriate arrangements to ensure that the child's whereabouts is accounted for.
- "Children Missing from Education" - procedures outlined on the Northamptonshire County Council website will be applied.

## **Strategies for promoting attendance**

- Regular (termly) attendance figures for each class will be announced in the newsletter.

## **Transition arrangements**

Liaison with secondary schools includes electronic transfer of attendance concerns and is also discussed one-to-one when necessary.

## **Reporting to parents**

- Parents should be informed promptly over concerns relating to attendance.
- Attendance figures to be provided with annual reports.
- Identification, monitoring and evaluation of attendance data collected regularly to establish patterns of irregular attendance (approximately every half term).
- Parents will be provided with information relating to children with less than 90% attendance.

**In the School Office in the attendance file - hard and electronic copies are kept of sample letters and Leave of Absence Request Forms.**

### **Appendix 1**

The following list gives examples of situations whereby a request for absence may be considered exceptional and might therefore be authorised:

- Holidays where a family member (child or parent) has a terminal illness;
- Adoption ceremonies;
- Holidays where a parent is a member of the armed forces and has served an extended period away from home in the last 12 months;
- Absence to attend a music exam or residential music course;
- Approved sporting activities.

This list is not exhaustive and parents / carers are reminded that all absences are authorised at the discretion of the Headteacher. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

### **Appendix 2**

#### **Absence Timetable.**

- Letter 1 – sent when attendance has dropped below 90% during the previous 6 week term (e.g. October half-term).

- If attendance has not improved by the end of the next term (e.g. the Christmas Holiday) i.e. is still below 90%, parents will be invited to attend a Parent Contract Meeting at the school to set an improved target for attendance.
- If at the end of the next term (e.g. February half-term) there has been no response from the parent, the school will arrange a home visit and set a target for improved attendance.
- If at the end of the next term (e.g. the Easter Holiday) there has been no improvement, the school will refer the case to the Local Authority.