

PARSLOES PRIMARY SCHOOL



Attendance & Punctuality Policy 2018-2019

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Review Date: Summer Term 2019

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Overall Aims:

- Maintain an attendance rate of a minimum of 96.5%.
- Maintain parents' and pupils' awareness of the importance of regular attendance.
- Maintain good punctuality.

Good attendance is important because:

- Statistics show a direct link between underachievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders settle into school more easily.

Roles and Responsibilities:**Parents:**

- Ensure your child attends school regularly. Absence should only happen when your child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty/period of difficulty.
- Telephone (020 8270 4025) or text (07860 034989) on the first morning of any absence to give us the reason and tell us when the child is likely to return to school.
- Arrange all non-emergency medical appointments out of school hours or during school holidays.
- Frequent absence claimed as illness must be supported by medical evidence.
- Keep us updated daily by telephone or letter if your child has any extended period of absence.
- Inform staff if there is a problem that might lead to absences.
- Make sure we always have your current contact numbers; this includes all telephone numbers, child-minders and emergency contact details

Pupils

- Attend school regularly.
- Be in school on time, before the register is submitted at 9.00 am.

Parsloes Primary:

- Follow up unexplained absences by texts, phone calls and letters as necessary.
- Remind parents of the importance of regular attendance and punctuality in letters, the school brochure, open evenings and, Home-School Agreement and pupil annual reports.
- Report our attendance rate to parents in weekly newsletters.
- Acknowledge and reward good attendance and punctuality.
- Publish your child's attendance rate on her/his annual school report.

Attendance Leads:

- Attendance and punctuality is regularly monitored. Poor attendance will lead to formal letters/parents' meetings
- Inform parent/carer if we have concerns regarding a child's attendance and punctuality. This may include meeting in school to discuss and offer support.
- If we continue to have concerns, we will refer to our Attendance Officer.
- Oversee the accurate registration of pupils.
- Set attendance targets.



- Report school attendance statistics to the Local Authority, half termly.
- Follow up long-term absences or persistent absence.

PSW:

- Monitor attendance of pupils on the PA list
- Contact parents daily on each and every day of absence
- Report any concerns/information to Attendance Leads
- Weekly contact with alternative provision for dually registered pupils

Other staff will ensure that:

- Pupils are registered accurately and efficiently.
- Pupils' attendance and lateness is recorded daily.
- Concerns are reported to their line manager who will act accordingly.
- At termly parents' evenings report on attendance.

Authorised Absence

Some absences may be authorised at the discretion of the school.

Unauthorised Absence

There are times when children are absent that the school will not authorise. These are known as "unauthorised absences".

Request for leave of absence, inclusive of holidays in term time

The Education (Pupil Registration) (England) Regulations 2006 has been amended. All references to family holidays and extended leave have been removed, together with rights for parents to apply for up to 10 days holiday during term time. Head Teachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances.

If this absence is not authorised, the local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale, the penalty will increase to £120. If the higher penalty notice is not paid within 28 days, the local authority will consider legal proceedings.

THIS FORM MUST BE SUBMITTED TO THE HEAD TEACHER AT LEAST 14 DAYS BEFORE THE PERIOD OF ABSENCE. Tickets etc. should not be booked before permission is granted by the Head Teacher.

The Department of Education issue guidance relating to absences during term time. for further information please refer to

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

If a child has unauthorised absences without good reason legal action can be taken in regard to these, this can be either a Penalty Notice fine and / or Prosecution through the courts.

Punctuality

- It is important for children to be on time for school so they do not miss valuable independence time, targeted intervention groups and reading



groups.

- Pupils line up with their teacher at 8.45 am (KS2) and 8.50am (EYFS & KS1). Your child should be in class by 9.00 am. Morning registration is completed by 9.00 am.
 - Late arrivals must enter through the school office and receive a late mark.
 - Arrival (particularly if the lateness is frequent/persistent) after the close of registration will be marked as unauthorised absence code 'U' in line. This is effectively an absence.
 - All lateness is recorded daily. This information is reviewed at attendance meetings and appropriate action will be taken.
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- Children should be collected promptly at the end of the school day - 3.05pm Reception; 3.10pm Year 1 & 2; 3.15pm for Year 3 to Year 6. **Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns with other agencies.**

Leavers

- If your child is leaving our school (other than at the end of Year 6 to go to Secondary School) parents are asked to:
 - Give the school comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- When pupils leave and we do not have information, about where they have gone, then your child is considered to be a '**Child Missing Education**'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formerly Social Services), the Police and other agencies, to try and locate your child.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes (see appendix A).



Appendix A

Attendance codes for the year 2015/2016

Code	Description
-	-- Attendance Not Required
#	# - Planned whole or partial school closure
*	* - Not Yet Marked
/	/ - Present
B	B - Educated off site (NOT Dual reg.)
C	C - Other Authorised Circumstances
D	D - Dual registration (attend elsewhere)
E	E - Excluded (no alternative provision)
G	G - Family holiday (NOT agreed)
H	H - Family holiday (agreed)
I	I - Illness (NOT medical or dental)
J	J - Interview
L	L - Late (before registers closed)
M	M - Medical/Dental appointments
N	N - No reason yet provided for absence
O	O - Unauthorised absence
P	P - Approved sporting activity
R	R - Religious observance
S	S - Study leave
T	T - Traveller absence
U	U - Late (after registers closed)
V	V - Educational visit or trip
W	W - Work experience
X	X - Non-compulsory school age absence
Y	Y - Unable to attend due to exceptional circumstances
Z	Z - Pupil not on roll