

Shadsworth Infant School



Attendance and Punctuality Policy

Created: May 2023

Review: May 2024

Shadsworth Infant School

Attendance and Punctuality Policy

Aims

For children to take full advantage of the educational opportunities offered at Shadsworth Infant School, it is vital they are at school, on time, every day the school is open, unless the reason for the absence is unavoidable. There is a strong link between absence and attainment. Any absence from school affects the pattern of a child's education and regular absence will seriously affect a child's learning. Good attendance and punctuality will increase the chances of a child achieving their full potential in school.

The Education Act 1996 states "If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence".

At Shadsworth we will:

- Work with pupils and their families to strive to achieve full attendance for all children.
- Acknowledge the efforts of pupils and parents who ensure good attendance and punctuality.
- Challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.
- Maintain an effective and efficient system of communication with pupils, parents and appropriate agencies to assist in improving attendance and punctuality.
- Maintain an effective and efficient system of gathering, monitoring, analysing and acting on attendance related data.
- Continue to ensure that good attendance and punctuality is a priority for pupils, parents, staff and governors.

Roles and Responsibilities

Achieving good attendance and punctuality is everybody's responsibility.

Parent's responsibility

"Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education" (Education Act 1996, Section 7)

Parents must:

- Ensure their child attends school every day that school is open.
- Ensure their child is ready to enter school at 9.00am every day that school is open.
- Ensure their child is collected from school promptly at 3.20pm by an appropriate person, and notify school at the earliest opportunity if they are running late or if somebody is collecting their child who is not listed on the pupil contact form.
- Not keep their child off school for minor ailments.
- Arrange non-urgent medical appointments outside of school hours wherever possible.
- Notify school by 9.15am if their child is unwell and unable to attend school for any reason, on the first and subsequent days of absence.
- Request permission in advance for any planned leave of absence.
- Provide a satisfactory explanation for any absences and lateness.
- Ensure that school have up to date contact details and respond promptly to calls from school.

School have a responsibility to:

- Act within the requirements of statutory and non-statutory guidance, local Codes of Conduct, and with reference to other relevant policies, particularly Safeguarding (including Prevent).
- Keep an attendance register at the beginning of the morning and afternoon sessions.
- Work collaboratively with parents, pupils, governors and other agencies to promote good attendance and punctuality.

Individual roles within school

The Headteacher will:

- Decide whether any absence will be recorded as authorised or unauthorised in accordance with this policy, and taking account of statutory and non-statutory guidance.

Teachers will:

- Record attendance in their Class Attendance Register onto SIMS using the appropriate codes
- Remind and promote good attendance with their class
- Discuss attendance at Parents Evening for those children where there are attendance concerns – termly.

The Office Manager or Administrative Assistant will:

- Add to the Class Attendance Register onto SIMS updating codes
- Record details of phone calls from parents about pupil absences on SIMS – daily.
- Contact parents/carers or other named contacts for all pupils who are absent without reason – daily.
- Provide the Headteacher with a list of pupils who are absent without contact – daily.

The Pupil Well-Being lead will:

- Advise office staff on attendance codes to be used - ongoing
- Monitor attendance and punctuality levels regularly, including reasons for absence, unexplained absence, patterns of non-attendance, and work with parents and children to improve attendance and punctuality.
- Make referrals to the Education Welfare Service and School Nurse where appropriate – ongoing.

Punctuality

Parents are expected to bring their child to school on time. Pupils who arrive after the doors close at 8.50am will enter school via the school office. Parents will be asked to provide a reason for late arrival. Children arriving between 9.00am and 9.29am will receive a late mark (Code L). Registers close at 9.29am and children arriving after this time will receive a Code U late mark, which is counted as 1 half day unauthorised absence.

Medical and Dental Appointments

Parents are expected to arrange non-urgent medical and dental appointments outside of school hours wherever possible. Where this is unavoidable, parents should notify the school of the appointment in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment. Where the pupil misses the morning or afternoon registration due to a medical or dental appointment, the session will be authorised using Code M.

Holidays During Term Time

Holidays during term time will only be authorised in very specific and exceptional circumstances in accordance with Government guidelines, and only where permission for the absence has been requested in advance. Where a holiday is not authorised, it will be marked in the Attendance Register as an Unauthorised Holiday using Code G. A Penalty Notice application will be submitted to the Local Authority where the criteria set out in the Local Authority Penalty Notice Code of Conduct are met.

Religious Observance

Absences for religious observance will be authorised using Code R when the day has been exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, school may seek advice from the parents' religious body about whether it has set the day apart for religious observance, and may also take advice from the Local Authority.

Child Performers

Parents of a child performer may seek leave of absence from school for their child to take part in public performances, including theatre, film or TV work, and modelling. Parents must contact the Headteacher in advance to discuss the nature and frequency of the work and must be in possession of a valid performance licence from the Local Authority. Any absences authorised for child performers will be recorded as Code C.

Unauthorised Absence

Pupils who are absent from school without a satisfactory reason will be marked as an unauthorised absence using Code O. Persistent unauthorised absences could lead to a referral to the Local Authority Inclusion Service and potential Penalty Notices being requested.

Children Missing Education (CME)

Where a pupil has been absent for ten consecutive school days or more without contact, or where the school has good reason to believe the family has moved out of the Blackburn with Darwen area, a CME referral will be made to the Local Authority. The Local Authority will advise when the child should be removed from the school's roll.

Collection of the End of the School Day

The school day ends at 3.20pm and parents are expected to ensure their child is collected promptly by an appropriate person. Children will remain in class to be collected until 3.30pm, after which time they will be taken to the school office. If a child is collected after 3.30pm a late slip must be completed by the person collecting them. The school may also act in accordance with the Local Authority's protocol for safeguarding children not collected from school at the end of the school day.

Home Visits

Sometimes it is necessary to conduct a home visit or collect children from their home. This may be children who are vulnerable and we haven't heard from after Day 1 absence phone call. The office staff will notify the Head Teacher or Pupil Wellbeing who may carry out the home visit or assign to

SLT or Family Support workers. If visiting alone, the lone working policy is adhered to. If necessary staff may visit in pairs.

Monitoring Attendance

The Pupil Well-Being lead will monitor attendance and punctuality for all pupils on a weekly basis.

All children with attendance below 96% will be monitored closely – contact will be made with parents and support will be offered to improve attendance. Where attendance does not improve and absences are due to illness, medical evidence will be requested in order for any further absences to be authorised. Referrals may also be made to the School Nurse where regular illness or medical problems are having an adverse effect on a child's attendance. Pupils with attendance below 90% are classified as "Persistent Absentees" and if they have four days unauthorised absence or more can be referred to the Local Authority Inclusion Service

Punctuality will be checked weekly and contact will be made with parents where lateness is a concern, either in terms of the regularity or pattern of lateness and the amount of school time missed. Support will be offered to reduce lateness. If a child is persistently late after the register closes, they will be referred to the Local Authority Inclusion Service.

Promoting and Rewarding Good Attendance and Punctuality

Regular good attendance and punctuality will be promoted and rewarded in accordance with the School Improvement Plan. As well as publicity on the website/social media and regular newsletter items:

- Each week the class with the best attendance and least number of late marks will receive "Attendance Cup"
- Each child has an attendance passport that they tick daily, there are weekly, half termly, termly and annual rewards. School Council chose the rewards as part of their work on promoting attendance.
- Each term pupils with 100% attendance and no late marks will be awarded a certificate and will be entered into a prize draw.
- Each term an Attendance Week will take place.
- Each term all 100% attenders are entered into a raffle for a prize
- Each term there is a prize for the most improved attendance
- Each year an individual prize may be awarded for any pupil finishing Year 2 who has 100% attendance for each of their three years at Shadsworth Infant School.

Policy Reviewed May 2023