



Attendance, Punctuality and Late Collection of Children Policy

Autumn 2016

Aim

The city council has, as one of its key priorities, the raising of pupil's level of attainment and important factors in this goal are improving attendance and reducing the levels of persistent absence.

Grove Junior School is fully committed to this goal and are working to improving their levels of attendance year on year, because we believe that for children to be able to make the best possible progress and engage with our exciting and challenging learning opportunities they need to be in school.

This is embedded in our School Development Plan, and has been recognised in recent Ofsted reports:

"Attendance is improving very well and for all groups of pupils. The school's Home School Link worker and office staff have worked very well in chasing up absences. Attendance rates were low in 2013 when compared to the national averages. However, in 2014 they improved to average and are now continuing to improve further." (Hamilton Infant School October 2014)

"Attendance and punctuality is improving." (Northwood Broom Community School February 2013)

Both Schools aim to;

- Work in partnership with parents/carers and the Education Welfare Officer to improve attendance and punctuality.
- Improve attendance to a minimum of 96% and reduce unauthorised absence.
- Ensure all staff, governors and parents/carers understand procedures regarding attendance.
- Improve punctuality.

Parents and Carers

It is the legal duty of parents/carers to ensure their child's daily attendance at school and they may be prosecuted if they fail in this duty. Parental responsibility also extends to ensuring that children are punctual, dressed appropriately and in a fit condition for learning.

If a child is unable to attend school, parents/carers should notify the school as soon as is reasonably practicable each day of absence, by telephone or message. The office is staffed from 8.30am but can take messages earlier. If no contact has been made with school regarding a child's absence then the Home School Link Worker telephones home to clarify the reason for absence. If we do not receive a satisfactory explanation on the day of the absence, this will be marked as unauthorised and no amendments will be made. Parents/Carers will be informed of the school policy on attendance and punctuality when their child starts school and are reminded through newsletters. This policy will also be available on the school <http://www.grovejunior.co.uk>. Our Home School Link Worker & the school office monitor absences and send out letters to inform parents/carers of low attendance. If this does not improve parents/carers are invited in to school to meet with the Home School Link Worker, a member of the Senior Leadership Team (SLT) or the Education Welfare Officer (EWO).

Pupils

Pupils will be made aware of the importance of regular attendance. They will be encouraged through incentives such as weekly class extra playtime, class assembly award, half termly certificates, whole school year attendance prizes. The school has weekly celebration awards for attendance, half termly celebrations and annual awards. All children who achieve 100% attendance for the academic year will be invited to attend an out of area reward trip. The class that have the best attendance for the academic year will take part in a class based activity. At parents' evenings we ensure parents are given their child's attendance data. A half termly attendance newsletter is also issued.

Governors

Attendance will be a regular item at meetings of the school's governing body and the Executive Headteacher will report termly to Governors on attendance matters. There is a link governor for attendance.

School Staff

School staff will endeavour to encourage good attendance and punctuality through personal example and high expectations. A rigorous attendance policy is in place for all staff.

Education Welfare Service

The Education Welfare Officer (EWO) works for the Local Authority and has a statutory duty with regard to attendance. Our EWO will offer guidance and support on matters relating to attendance to both the school and parents. The school and the Education Welfare Officer will maintain a list of pupils whose attendance 'causes concern' and this will be carefully monitored. **See the flow chart below.**

Punctuality - Start of the School Day (Please refer to flow chart on page 5)

Punctuality will be monitored as closely as attendance. The school day begins at 9:05am. Children who arrive after this time and before the official close of the register at 9:35am will be marked as late. Children who arrive after 9:35am will be marked as unauthorised absence. In cases of persistent lateness (3 times or more) the school will work with parents/carers to improve the situation. If there is no improvement, your child may be referred to the Education Welfare Officer.

Punctuality – End of the School Day (Please refer to flow chart on page 6)

The school day ends at 3:00pm for children in Nursery, 3:05pm for children in Reception and 3:15pm for children in Year 1 and Year 2. All parents/carers should be onsite at these times ready to collect their children.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason (attendance falls below 90%). Absence at this level is a statutory concern and is doing considerable damage to any child's educational prospects and we need parent's full support and co-operation to tackle this. Any child who is persistently absent or near that level, has their attendance tracked and monitored on a daily basis and involves our Education Welfare Officer.

Absences (Please refer to flow chart on page 4)

Every half day absence from school has to be classified by the school as authorised or unauthorised. Authorised absences are morning or afternoons away from school for genuine reasons such as:

- Illness
- Medical appointments where an appointment card/letter has been provided
- Authorised leave of absence for exceptional circumstances
- Birth of a sibling
- Death of a close relative
- Religious observance

Unauthorised absences are morning or afternoons away from school such as:

- No explanation for a child's absence
- Medical appointments where no appointment card/letter has been provided
- Illness/appointments of a parent/carer
- Parent/carer thought that the school was closed
- Head lice
- Holidays

All absence notes, records or telephone messages will be retained and kept in the school office.

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Requests for Leave of Absence

An amendment to the Education (Pupil Registration) (England) Regulations 2006 removes references to family holiday to make it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. This amendment came into effect on 1 September 2013.

Any request for Leave of Absence must be made on the Leave of Absence Request Form which is available from the school office or on our websites and must be made at least **6 weeks prior** to your requested dates. All requests must be accompanied by evidence to support the exceptional circumstances. Parents/carers will be informed in writing of the outcome of their application and the reason(s) for the decision.

If a child does not attend school for a period of four weeks, the school, after consultation with the Education Welfare Team may remove the pupil from roll, in line with the following regulation:

EDUCATION (PUPIL REGISTRATION) REGULATIONS 2006 No.8

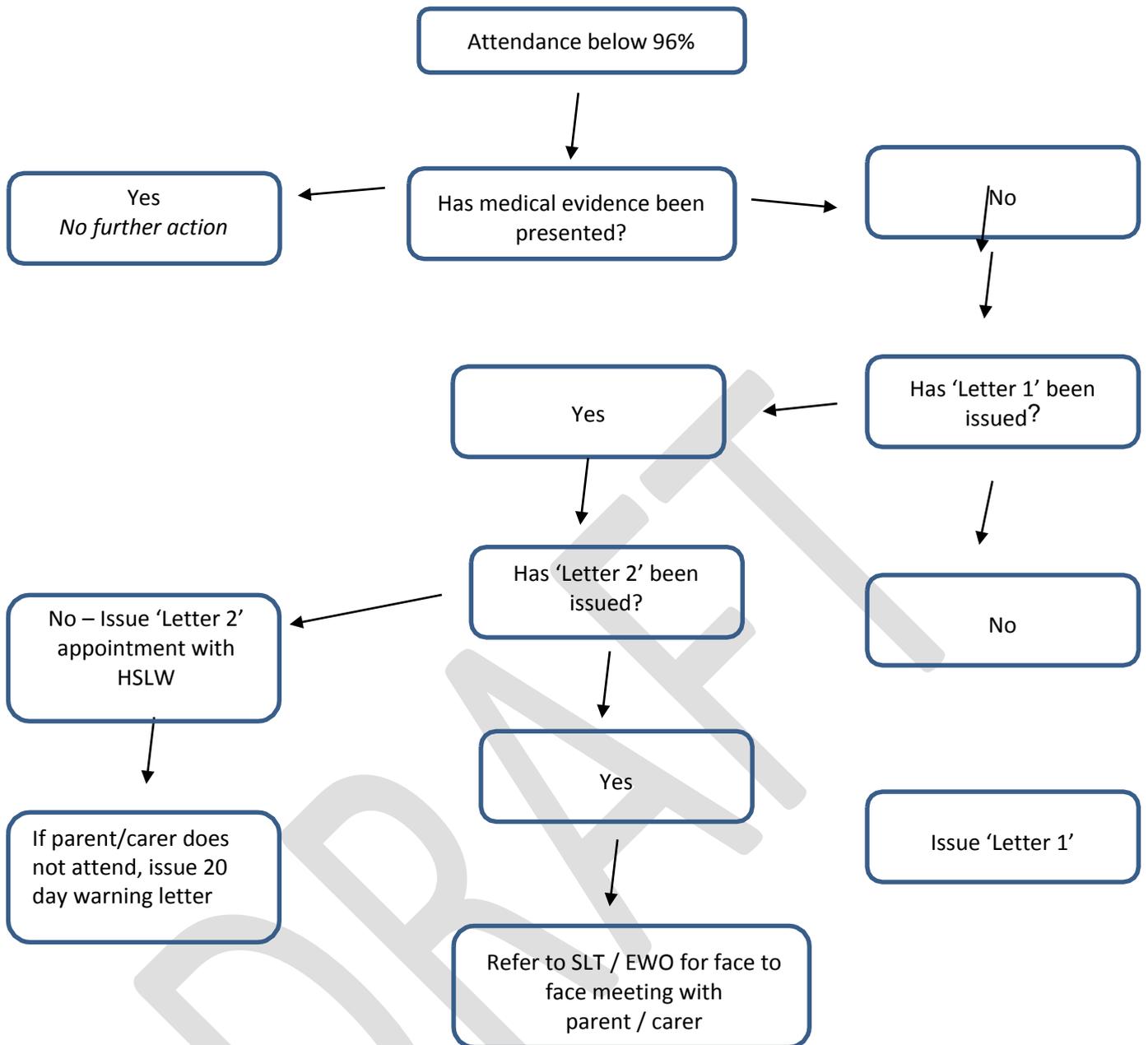
Section 9 sub section 1e – Deletions from Register (see also below)

*The following is prescribed grounds on which the name of a pupil of compulsory school age **SHALL** be deleted from the Admissions Register:*

“In the case of a pupil granted leave of absence in accordance with Regulation 8 (3), that the pupil failed to attend school within the ten days immediately following the expiry of the period for which such leave was granted and the proprietor is not satisfied that a pupil is unable to attend the school by reason of sickness or any other avoidable cause.”

As a multi-cultural authority / school we recognise the importance of the observance of religious festivals and therefore, will authorise 1 day's absence for religious observance.

Monitoring and management of Attendance



MANAGEMENT

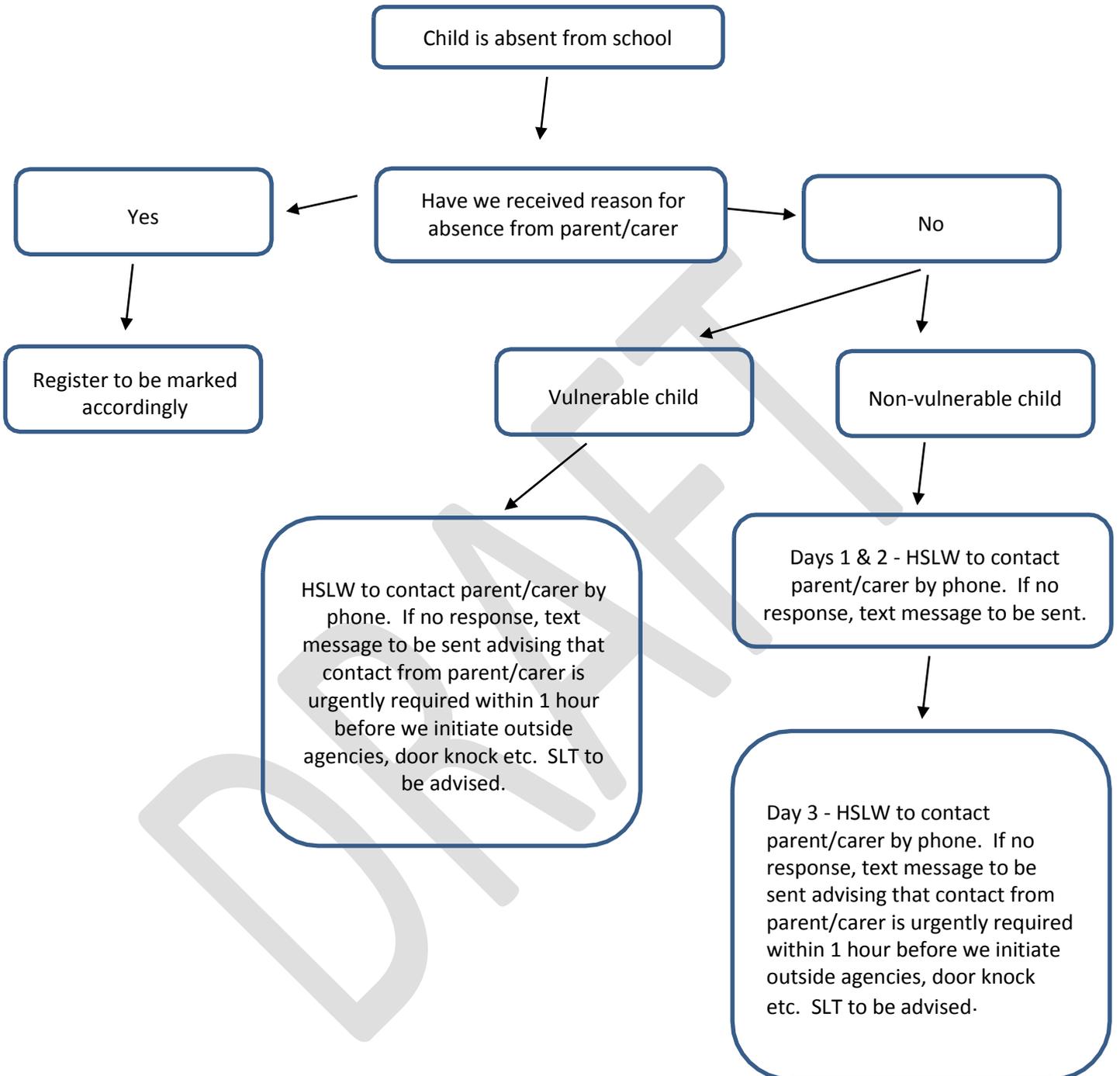
Management of the attendance policy will follow the above process for all children with the following considerations;

- **Autumn Term** – Pupil attendance will be monitored half termly rather than weekly, however letters will only be sent to pupils in YR, Y1 and Y2 if their attendance was a cause for concern (below 96%) in the previous academic year. *
- Nursery will be **exempt** from this process for the autumn term. However, if attendance is a cause for concern and parents do not work with us then an attendance letter will be issued.

Spring/Summer Term - This process will be followed every 2 weeks.

* Where a child's attendance causes concern at an early stage in the academic year, the Executive Headteacher may exercise the right to take early action.

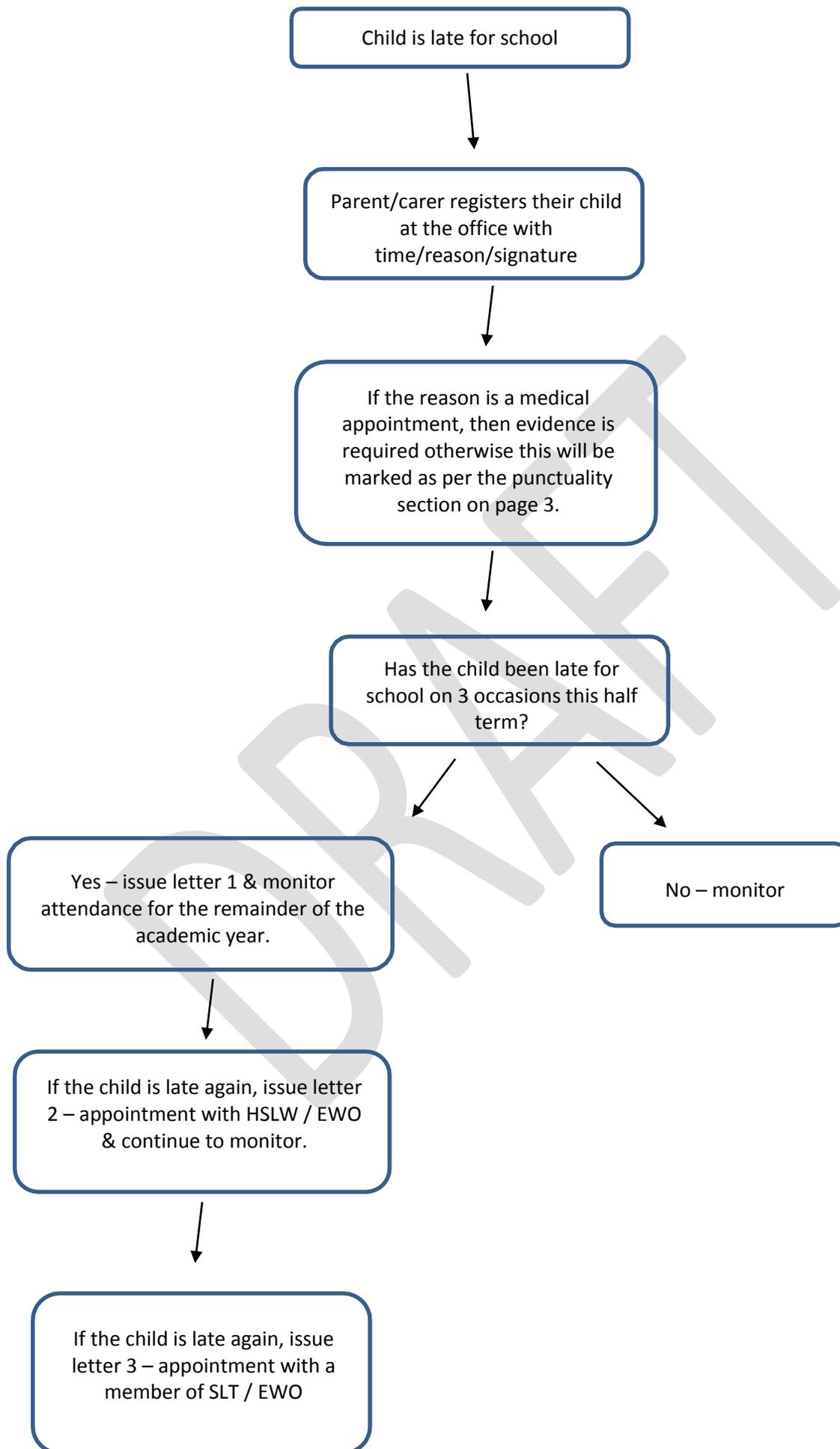
Monitoring and management of Absence



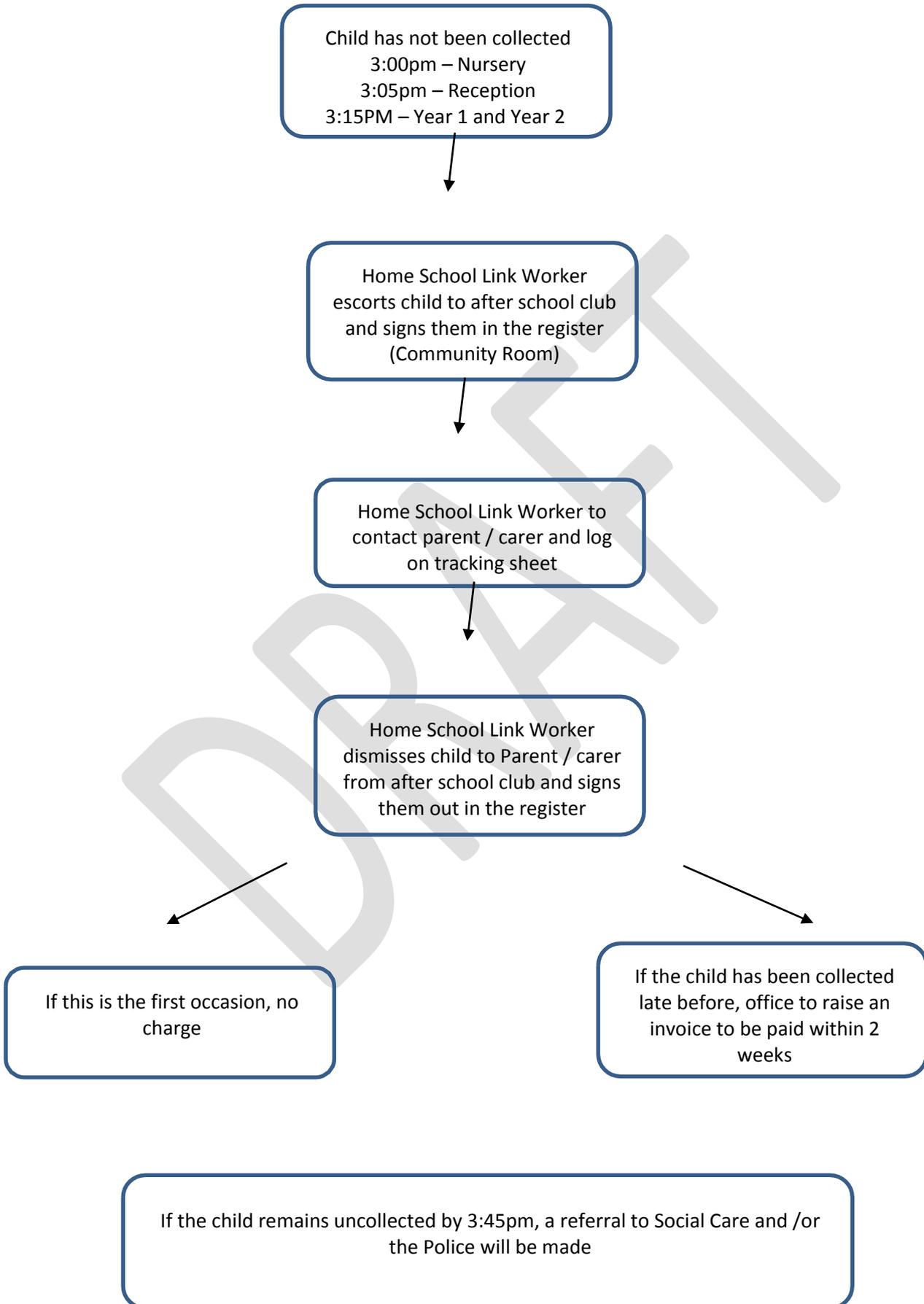
Monitoring and management of Punctuality at the start of the school day

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Monitoring and management of Punctuality at the end of the school day



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