

YARDLEY GOBION CE  
PRIMARY SCHOOL

**POLICY**  
**For**  
**Attendance and**  
**Punctuality**

*Within a caring Christian environment we provide our children  
with the foundations for success in an inter-connected world*



**YARDLEY GOBION CE PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY  
POLICY 2018**

<b>POLICY TITLE:</b>	<b>Attendance and Punctuality Policy</b>
<b>POLICY REFERENCE NUMBER:</b>	

<b>POLICY OWNERSHIP:</b>	
<b>School</b>	<b>Head Teacher</b>
<b>Governors</b>	<b>Chair</b>

<b>POLICY IMPLEMENTATION DATE:</b>	<b>October 2018</b>
<b>POLICY REVIEW DATE:</b>	<b>October 2020</b>

## YARDLEY GOBION CE PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY POLICY 2018

### POLICY REVIEW DOCUMENT HISTORY

This policy is monitored by the Policy Owner(s) and will be reviewed every year, or as dictated by school requirements or legislation.

Version	Date	Author	Amendment	Approval / Adoption
1	09/10/18	V. Griffiths		
2				

### IMPLEMENTATION / UPDATING

Following approval, it is the responsibility of the Policy Owner(s) to ensure that the policy is:-

- circulated to all relevant stakeholders
- uploaded onto the school website

### RESOURCE IMPLICATIONS

Training time to staff and cost of update training.

### REFERENCES/LINKS/CONSULTATION

### LEGAL COMPLIANCE & EQUALITY STATEMENT

At the time of ratifying this policy, the policy owner was satisfied that, to the best of their knowledge, this document complies with all relevant legislation.

The school is committed to the principles of Equality and under this policy no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, or any other condition or legally protected characteristic which cannot be shown to be wholly justified in relation to the effective operation of the school.

## **Introduction**

Yardley Gobion CE Primary School seeks to ensure that all its pupils receive a fulltime education which maximises opportunities for each child to realise his/her true potential. This can only be achieved if a child attends school regularly and punctually. There is a strong statistical link between attendance and attainment; schools with high attendance levels tend to have higher levels of attainment.

### **1. Aim**

- To improve the overall percentage attendance of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, staff and governors.

### **2. Registers**

It is a legal requirement for staff to complete the school register at the start of the morning and afternoon sessions.

The method of maintaining the class registers is through SIMS Attendance Module. Class teachers complete the register twice daily.

The expectation is that all children should be in school ready to work for 8.50 am. The register is closed at 9.00 and the admin team will then enter the appropriate code for the child either relating to absence or late.

Attendance information is entered daily into the SIMS Attendance data management system. Absence reports will be printed and reasons for absence recorded using the relevant codes. The child's attendance is monitored through monthly Attendance meetings with the Head Teacher and Office Manager. Whole school attendance is scrutinised and vulnerable groups are analysed. The meeting is used to discuss individual attendance and trends on a class level with particular focus on vulnerable groups. See Appendix 1. In the case of poor attendance parents will be asked to attend a parent attendance review meeting with the Head Teacher. See Appendix 2

### **3. School Procedures for Absences**

Our school operates a First Day Calling System. This means that parents should contact school **before 8.30am** on the first day of absence to inform us if their child is going to be absent from school. There is an answerphone service for leaving messages. If we don't receive a call or voicemail message, school will contact parents to ascertain the reason for their child's absence.

A phone call should be made each day the child is absent, unless it is known in advance how long the child will be absent from school.

It is also preferable that this is followed up with a written note, although this does not automatically make the absence authorised. Reasons for a pupil's absence such as shopping, birthday treats and siblings' birthdays are not 'unavoidable causes' warranting authorised absence.

Parents should avoid, where possible, making medical and dental appointments for their child during school time. Leave may however; be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

### **4. Authorised and Unauthorised Absences**

Every half-day absence from school has to be classified by the school as either **Authorised** or **Unauthorised**. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness or another unavoidable cause.

Absences will be authorised for the following reasons:

- Illness
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional family circumstances e.g. bereavement
- Attendance at examinations e.g. music.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. The ultimate responsibility to authorise absence

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rests with the Head Teacher. If the Head Teacher is not satisfied with the reasons provided, the absence may be categorised as unauthorised.

This includes:

- Parents keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Term time holidays.

It is a legal requirement for a school to report percentages of authorised and unauthorised absences to parents in the annual Governors Report and to the DfE. Parents have a responsibility to telephone the school if their child is ill. If a child needs to be absent for a medical appointment the class teacher must be informed before the appointment.

If a parent has failed to contact the school by 10:30am on the first day of absence the school will telephone the child's home to find out why the child is not in school. If contact has not been made after the second day of absence the Head Teacher will write to the parent and then inform the Educational Entitlement Team.

Where there is cause for concern, i.e. when attendance is below 90% in any term, the reasons for this will be investigated and where appropriate, discussed with the Education Entitlement Team.

During the school year children over the age of 5 years must attend 195 days a year.

The school day is divided into two sessions

- **Morning 8.50am - 12.00pm**
- **Afternoon 1.15pm - 3.15pm**

### 5. Holidays

The government has amended the Education (Pupil Registration) Regulations from 2006. The regulations did allow Head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to five school days leave per year. Head Teachers could also grant extended leave for more than ten school days in exceptional circumstances.

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Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

### 6. Fines to parents

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013. The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

### 7. Special Leave for Exceptional Circumstances

Parents are asked to complete a Special Leave Request form explaining clearly the exceptional circumstances for requesting the need to have time away from school. These requests should be made at least two weeks in advance. Parents will receive a written response from the school explaining whether or not special leave has been granted.

If parents choose to take their children out of school during term time, the school will not be responsible for setting work missed or preparing additional work whilst the child is absent. A child's learning needs are based on on-going daily assessments.

The following factors will be taken into account when considering a parents' request:

- Amount of time requested
- Age of pupil
- Pupil's previous and current attendance record\*

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- Proximity to National Testing
- Pupil's ability to catch up work missed
- Purpose of leave/circumstances of the request
- Previous requests for special leave.
- If the pupil's attendance has been below 96% in the last 12 months from the date of the request, special leave will be unauthorised. This will be calculated on a rolling 12 month period, e.g. if special leave request was made on the 15<sup>th</sup> January 2019, the pupils attendance will be calculated from 15<sup>th</sup> January 2018 to 15<sup>th</sup> January 2019

### 8. Punctuality

Children are expected to be punctual; lateness without good reason is unacceptable.

The school day begins at 8.40 a.m. when the gates are opened in order for the children to enter. The doors open at 8.45am. The gate is locked at 8.55am and doors closed, all children arriving after this time will need to report to the office and will be marked as late if arriving after 9am.

Parents of children who persistently arrive late will be approached and reminded of these times and their obligation to comply. It will be explained that the lateness not only interrupts their child's education but also that of others in the class.

If a child arrives more than half an hour late, with no reason given by their parent, this will constitute as a late mark.

If parents know their child is going to be late for any reason, they should let the school know.

If a regular pattern of lateness is observed, parents will be asked to attend an Attendance Review Meeting with the Head Teacher.

Repeated, unexplained lateness or persistent lateness without an acceptable reason will be referred to the Education Entitlement Team and/or Social Care where relevant.

### 9. Medical Appointments

Parents must report directly to the office, when collecting a child for, and returning them from, a medical appointment during the school day. The child must be signed out.

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If a child has an appointment in a morning or afternoon session and does not attend school for the other session, this will be recorded as an unauthorised absence unless it has been agreed with the Head Teacher.

If a child is in hospital for a long period of time arrangements will be made with the hospital teaching staff and the parents to provide planned work for the children to complete.

### **10. Off-site activities**

Occasionally children are taught off site (e.g. swimming lessons, Cluster activities). These activities are part of the curriculum and attendance is required. If a child is unable to take part in these activities alternative teaching arrangements will be made for them in school.

### **11. Children Reluctant to attend school**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best resolved by contacting the school and discussing the specific issues initially with the child's class teacher. If the child is reluctant to attend school, do not attempt to cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

### **12. Children not collected after school hours**

There are rare occasions when perhaps due to an emergency, parents are not able to collect their children promptly from school, or make arrangements for their collection at the end of the school day. Parents should always attempt to contact the school as soon as possible if they are likely to be late collecting their child.

In accordance with Northamptonshire County Council policy, if a child is not collected, the school will make enquiries to find the parents using the emergency contact numbers provided by the parents. If after one hour it has not been possible to contact parents/carers then the local Police will be informed of the situation. The school will also contact the MASH (Multi Agency Safeguarding Hub) to inform them of a possible problem.

### **13. School targets**

The school has adopted the following attendance target: 96%

### **14. Single Equality Duty**

At YGPS we are committed to ensure that there is equality for all and therefore we follow these points:

- All learners are of equal value.
- We recognise and respect difference
- We foster positive attitudes and relationships, and a shared sense of cohesion and belonging.
- We aim to reduce and remove inequalities and barriers that already exist
- We base our practices on sound evidence and information
- We formulate and publish objectives **at least every four years**, specific and measurable objectives, based on the evidence we have collected and published.

### **17. Monitoring, Evaluation and Review**

A record of each child's record of attendance will be available on the child's individual report that is sent to parents on a yearly basis.

The Head Teacher will keep the Governors informed about attendance matters every half term in Full Governors meetings

All staff will be expected to comply with the policy and any issues will be discussed at staff meetings.

October 2018 Reviewed every 2 years.