



Grange Community Nursery and Primary School

Attendance Policy

Policy Statement

At Grange Community Nursery and Primary School, we give clear guidance for staff, pupils and parents about the importance of regular, punctual school attendance and this is a reflection of the caring nature of the school. The school acknowledges that it is vital for all pupils to attend regularly, be punctual and therefore maximise the benefits of the education we provide. We promote good attendance in partnership between home and school, to ensure a positive attitude to education and its long term benefits.

1. Introduction

- 1.1 This policy sets out the school's aims for maintaining a high level of regular attendance and punctuality and also the important administrative steps to be taken to monitor and record levels of attendance.

2. Aims

- To encourage pupils to see the importance of regular, punctual attendance.
- To develop a manageable and regular means of monitoring attendance, including follow up procedures where attendance or punctuality gives cause for concern.
- To foster and develop a positive attitude amongst parents, pupils and staff to regular, punctual attendance.

3. Procedures

It is essential that registration procedures be followed rigorously if the school is to monitor attendance and punctuality. To this end the following procedures are implemented:

- Morning **register** is called promptly as close to 9.00 a.m. as possible. Any pupils not present by 9.10 a.m. are to be marked absent, (O).
- By 9.10 a.m. all registers are sent to the Office. Any pupils who arrive after this time must sign in using the electronic system in the front office. The secretary will update the registers with the lateness code (L) if pupils arrive before the official close of morning registers at 9.30am. After close of registration late arrivals will be marked as unauthorised (U) in the appropriate registers before the end of the morning session.
- Afternoon register is called at 1.15 p.m. and then returned to the Office.

- Any pupils who leave the premises during the course of the school day, after being registered present, must be signed out via the Office.
- Registers must be completed using the electronic system.

4. Registers

- 4.1 Pupils are expected to attend school for the full 190 days (380 sessions) of the academic year.
- 4.2 Incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupils' end of term reports and to records of achievement. For these reasons registers are completed electronically (Attendance codes can be found in the Appendix).
- 4.3 If a child is absent, parents should telephone on the first day of absence to inform the school that he/she is unwell or has an appointment. A further telephone call should be made if a child is to be absent for more than one or two days. Letters are required when a child returns if he/she has been absent for more than one or two days, but are not necessary for short absences, providing the school has been informed.
- 4.4 It is not acceptable for children to be kept off school for reasons such as a birthday, buying shoes, being taken on an outing. The school will not authorise such absences.

5. First Day Contact & Procedures to address concerns

See the 'Flowcharts of Action' for an outline of procedures (Refer to Appendix: **Flowcharts of Action**). As part of raising and maintaining awareness of the importance of regular school attendance the school has adopted a policy of contacting the family on the first day of a pupil's unexplained absence.

How the system operates:

- 9.00 a.m. *Register called*
- 9.10 a.m. *Register returned to Office. Latecomers sign in at the Office (L).
Parents contact the school if pupils unwell or have a medical appointment.*
- 9.30am *Registers Close: Pupils arriving after this time are Unauthorised (U)
Secretary updates registers.*
- 10.30 a.m. *Secretary contacts the family of any pupils with unexplained absence.*

- A file will be kept listing any unexplained absence telephone calls, letters and responses, (Refer to Appendix: **1st Day Contact Form** & Appendix: **Request for information**).

- The parent will be contacted by text requesting information regarding the absence (Refer to Text Service).
- If parents do not respond adequately to the 'Request for Information' letter and 10 unauthorised absences are recorded, a referral will be made to the Education Welfare Team. EWO will pursue unauthorised absence. Each case will be considered individually and appropriate action taken, which may involve official fines or court action.
- A letter will be sent to parents whose children are late to school on three separate occasions (Refer to Appendix: **Lateness Letter 1**). This situation will be monitored and a subsequent letter will be sent if the situation does not improve (Refer to Appendix: **Lateness Letter 2**).
- In addition, parents whose children who have regular days absence (e.g. regular Fridays off) will be contacted and reminded about the importance of pupils attending school regularly. If the situation continues, they are invited to come into school to discuss the absences. (Refer to Appendix: **Below 95% attendance letter**).
- If children's attendance falls below 85%, a letter will be sent home outlining the possible need for EWO intervention if attendance falls to 80% and inviting parents in for a strategy meeting (Refer to Appendix: **Below 85% attendance letter**).
- If attendance drops below 80% a referral will be made to the Education Welfare Officer.
- Weekly attendance figures are produced for each class and these are shared with pupils, with the winning class receiving a chosen prize.
- A home visit will be carried out after three days of absence, unless they are a 'child of concern' in which case, it is at the Head of School's discretion.

6. Family Holidays During Term Time

- 6.1 The Department for Education has made amendments to the 2006 regulations for Pupil Registration. These amendments remove all entitlement to family holidays and extended leave as well as the previous statutory threshold of ten school days. This means that there is no authorised absence for holidays during term time. Within Weaver Trust schools 'Exceptional circumstance' that is being considered is leave of absence when parents return from the Armed Forces.
- 6.2 Fixed Penalty Notices will be issued for unauthorised holidays, in line with advice from the Department for Education, when parents take their children out of school during term time.
- 6.3 The cost of the Fixed Penalty Notice (FPN) is £60 per child, per parent and must be paid within 21 days. If not paid, this will double to £120 per child, per parent. If the fine has not been paid

after 28 days, legal action will be taken by the Local Authority. (Please also note that this reflects amendments to 2007 regulations, which have reduced the timescales for paying FPNs).

- 6.4 A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which parents and school must seek to avoid.

7. Lateness

- 7.1 School begins at 8.30 a.m. and all pupils are expected to be in school at this time. Any child arriving later than 8.45 a.m. should enter school via the main entrance reporting to the School Office and sign themselves in the late book giving the reason for lateness. The child will then be sent to their classroom.
- 7.2 Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action will be taken.
- 7.3 Measures have been put in place to target pupils for whom lateness is a concern - these include Breakfast Club.

8. Pupil Reward System

- Pupils with 100% attendance for a half-term receive a certificate, with special certificates being awarded for 100% attendance for a full year.
- The class with the highest percentage attendance each week are rewarded with the 'Attendance Cup' and 10 gems for their class 'Gem Jar'.
- Individualised incentive schemes are also used to improve attendance and punctuality.

9. What can parents do to help?

- Read the 'Information for Parents' Booklet, sent out termly (Refer to Appendix).
- Let the school know as soon as possible why your child is away.
- Send a note when your child returns to school, if he/she is absent for more than 1 or 2 days.
- Try to make appointments outside school time.
- Do not allow your child to have time off school unless it is really necessary.

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple.
- Talk to the Head of School and staff at the school.

If it continues...

- The school will refer to the Education Welfare Service.
- You may contact the Education Welfare Officer, who will work with you and the school to resolve the situation. (Number available from the School Office)

10. Review:

This policy was drawn up following guidance. Staff will review it every year, in line with our Policy Review Cycle, unless there are significant changes and therefore a need to review it sooner.

Approved by: _____
Chair of Governors

_____ S Albiston
Head of School

Date: _____

_____ September 2021