

Attendance & Punctuality Policy Including Covid19 Addendum

Committee with oversight for this policy – Management Committee	
Policy to be approved by the Management Committee	June 2019
Policy last reviewed by the Management Committee	
Policy last ratified and adopted by Full Governing Body (if appropriate)	July 2020
Policy / Document due for review	Summer 2021

Attendance & Punctuality Policy

This policy should be read in conjunction with the Children Missing Education policy

Aims

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- Enable pupils to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of their legal responsibilities;
- Ensure attendance meets Government and Local Authority targets

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Pupils that attend school regularly are more likely to develop successful friendships and enhance their social skills. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Expectations

All pupils will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day

All parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school daily by 8.30am of absence or if known in advance, whenever their child is unable to attend school.
- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Notify school immediately of any changes to contact details.
- Do not plan any holidays during term time

The school will:

- Provide a welcoming atmosphere.

- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Keep regular and accurate records of morning and afternoon attendance and punctuality, monitor individual pupils' attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Regularly inform parents of the % attendance of their child(ren).
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with the Local Authority Attendance Officer to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to Local Authority Attendance Officer. Failure by the family to comply with the planned support set by Local Authority Attendance Officer will result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.
- Will notify the Local Authority Attendance Officer after 10 days unexplained absence.
- Will report to the Local Authority after 20 days and reasonable enquiry if a child is no longer attending school and no alternative educational provision is known.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that pupils learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the school gates are open from 8.30am until 8.50am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.50am and pupils who arrive after 8.50am will be recorded as late to school.
- Afternoon registration is taken at 1.00pm in the Early Years Foundation Stage and Key Stage 1 and at 1.15pm in Key Stage 2.
- Persistent lateness by a pupil will be dealt with through the Attendance and Welfare Officer who will refer to the Local Authority Attendance Officer. Persistent lateness can be subject to a fixed penalty fine or prosecution by the local authority.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.
- Good punctuality is a prerequisite to good learning and shows respect between pupil, family and school.
- Late arrival after registration closes, without an acceptable reason, can be marked as an 'unauthorised absence'. Parents remain responsible for their child's punctuality. Arriving late to school on a consistent basis can have longer-term academic effects. Late arrivals are disruptive to the whole class and often embarrassing for the child. If showing up late to school becomes a habit, children may develop the notion that lateness is acceptable behavior. The belief can negatively impact their future work ethic and employment opportunities.
- Arrival after the close of registration (particularly if the lateness is frequent or

persistent and there is not an acceptable reason) will be marked as unauthorised absence code 'U' in line with the DfE guidance; this has the value of an unauthorised absence. When late arrivals are frequent or persistent, we will want to discuss this with you. All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information can be made available to the courts in the form of a report should a prosecution be the outcome of repeated lateness.

- Please remember that absence for whatever reason disadvantages a child creating gaps in his/her learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time.

Pupil Leaving During the School Day

During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

Leave of Absence

In line with Government's regulations, holidays during term time will NOT be authorised. The Head Teacher and Governors have determined that:

- Where leave of absence in term time is due to exceptional circumstances, a letter must be submitted for consideration by a member of the Leadership Team on behalf of the school governors. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Local Authority Attendance Officer will be notified.

Penalty Notices

Penalty Notices can be issued for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

Penalty Notices for Holidays

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Head Teacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for holiday or leave of absence without school authorisation.
- The amount payable on issue of penalty notice is £60 if paid within 21 days

- or receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Penalty notices are issued to each parent, for each child.

Failure to ensure regular school attendance

Perivale Primary School hold regular attendance meetings in conjunction with the Local Authority Attendance Officer, any parents whose children are identified as a cause for concern will be invited to attend. If there is no improvement in school attendance parents will be encouraged to work in partnership with school through an Attendance Parenting contract.

Local Authority Attendance Officer may also issue a Penalty Notice to parent / carers who are failing to secure their Childs regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or School Attendance Officers. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

Persistent Absence

Once a child's attendance falls below 90% for whatever reason, he/she is automatically defined by the Department for Education irrespective of the reason for absence as a Persistent Absentee. The school will work in partnership with parents to improve matters.

Starters and Leavers

The school reports to the Local Authority all children who start or leave school "in year", not including children starting Reception classes in September and leaving at the end of Year 6.

Parents of children who are leaving the school are expected to give complete details in advance by completing the School Leaving form for parents.

COVID 19 Addendum

Attendance

During school closures

During school closures attendance figures must be recorded daily on the local authority attendance register, for the Key Worker, EHCP and Vulnerable pupil group who continue to attend school.

Attendance is not compulsory for this group, and can be flexible to offer respite care. However, parents should inform the school if their child does not attend when expected to, and will receive a call home if necessary.

Regular contact calls home should be made to pupils who are eligible to attend school during closures, but who do not attend, and they should be encouraged to attend school where the risk assessment allows.

Vulnerable pupils with a social worker who do not attend should have more frequent contact calls and be encouraged to attend school. Social workers must be kept informed of attendance levels.

Where the school is unable to contact a family with a social worker (or on the edge of social care), the local authority attendance team should be contacted and home visits arranged.

Punctuality

Children attending the Key worker/Vulnerable group should arrive at school at 8.45. The register is taken and the local authority informed by 12.00. Should a child arrive after the register has been sent to the LA, an updated version must follow as soon as possible.

School reopening

Attendance

From June, pupils will return to school in Years 6, 1 and Reception. School is not compulsory, however the school will resume taking the attendance register in June for all pupils, using the codes below.

Code	Children to be used for
/	All children in attendance after 1 st June
X	Children not yet invited to attend
Y	Children invited to attend but cannot as they are either shielding or living with an extremely vulnerable person who has been asked to shield.
I	Children invited to attend but are not well enough to.
C	Children invited to attend but parent/carers do not wish to at this time.
M	Children invited to attend but are having a medical consultation.

Punctuality

Due to necessary social distancing measures, punctuality will be relaxed slightly. Arrival times will be staggered for different year groups, who will have a window of 15 minutes to arrive in class.

Y6 8.45-9.00

Y5 8.45-9.00

Y1 9.00-9.15

YR 9.15-9.30

Those who are late will no longer report to the school office to be issued a late card, and will instead proceed to class where the teacher will report the late arrival.

Where a child is persistently late a call home will be made to encourage punctuality.

The school awaits clarification and advice on attendance arrangements for all pupils returning to school in September and will update this policy accordingly.