



Attendance & Punctuality Policy

January 2016

1. Statement of Intent

The school aims to work together with parents to ensure that it meets all legal requirements regarding attendance and that all children registered at the school attend both regularly and punctually.

2. Parents' Responsibilities

- 1) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- 2) Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school by 9.15am on the first morning of absence. This may be done by phone, email or in person.
- 3) Parents should, whenever possible, arrange routine medical and dental appointments outside of the school day.
- 4) Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- 5) Parents should ensure that their child arrives at school in time for the start of registration (8.55am). If a child arrives after 8.55 a.m. his/her parent should report directly to the school office. The office administrator will add the child's attendance mark to the register according to Warwickshire County Council's agreed attendance codes - this will vary depending on the time the child arrives. Parents will also be asked to sign their child into school.
- 6) In line with Government guidelines [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) the Headteacher may not authorise holidays during term time save for exceptional circumstances. In these instances the Headteacher may authorise a child's absence and parents can request this by completing a 'Leave of Absence during Term Time in Exceptional Circumstances' form. Forms need to be submitted to the headteacher at least six weeks in advance of the period for which leave is to be requested. Each application for a leave of absence will be considered on a case by case basis and on its own merits.

3. School Responsibilities

- 1) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- 2) Registers will be called twice daily (at 8.55am and at 1.15pm). Children arriving within 30 minutes of the start of each school session will be marked as 'L' late (before register closes). Registers will close at 9.25am and at 1.45pm. Any child arriving after the closing of the register will be recorded as 'U, late (after register closes for that session).
- 3) Teachers mark the register with a present code or leave a blank, indicating whether a pupil is present or absent. The office administrator checks the registers daily to ensure that where a child is absent the correct absence

code is used. The office administrator also identifies any potential attendance issues are identified at an early stage.

- 4) Should a class teacher have particular concerns about an individual child's attendance or punctuality they will speak to the Headteacher.
- 5) Should a child be absent the office administrator will enter the appropriate code in the register. If no explanation be received from the child's parent the school administrator will endeavor to make contact with the parent. In the event that this is not possible the administrator will refer the matter to the Headteacher.
- 6) Any absence notes from parents will go first to the administrator and then stored in the children's personal file. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the Headteacher (who may then choose to speak to the parents concerned).
- 7) The administrator will collect attendance data and share this with the Headteacher. The average attendance will be calculated and parents will be informed about their child's attendance in the mid year and end of year report.
- 8) The school will employ a number of strategies to promote regular, punctual attendance:
 - the essential points of the policy will be shared at new parent induction meetings
 - parents will be reminded via the newsletter of Government guidelines on requesting leave of absence during term time.
 - clear attendance information will be entered in the school prospectus;
 - if a child's absence falls below 90%, and the absence has not been authorised by the school, this will be monitored as a concern. At the headteacher's discretion parents will be alerted to this by either a telephone call or a letter.
- 9) Where a child's level of attendance falls below 85% and the preceding strategies to promote regular and punctual attendance have been followed but no improvement is noted over a subsequent 6 week period then the school will take the following steps:-
 - refer to the Department for Education publication 'Parental responsibility measures for school attendance and behaviour. Statutory guidance for maintained schools, academies, local authorities and the police' published in November 2013 which gives statutory guidance on addressing poor attendance.
 - seek advice from Warwickshire County Council Attendance and Compliance Enforcement team

Policy reviewed: January 2014

Next Review: January 2016