

# WINGROVE PRIMARY SCHOOL

## Policy and Guidance for



## Attendance and Punctuality

Date amended: December 2017

Approved by GB: July 2014

**Person responsible for implementation and  
monitoring: Administrative Officer**

Review Date: December 2018

Other relevant policies: Behaviour, Child  
Protection, Assessment (AM)

## **Rationale**

Good attendance and punctuality are major factors in achievement within school; if pupils are not here then they cannot learn and progress with their education. Good school attendance is also vital to the pupil's social development.

It is important that pupils understand the importance of good school attendance from a young age. It is hoped that this good ethos will stay with them through the rest of their school career, and on into the world of work, for them to become successful adults in the future.

This policy has been devised under the requirement set out in the Education Act 1996 section 7 that, "The parents of every child of compulsory school age shall cause him to receive efficient full-time education." However, we recognise that good school attendance is a shared responsibility of parents, the pupils and school.

## **Aims**

As a school we aim to achieve attendance of 95% or above. It is our duty to inform parents and pupils alike of the pupil's attendance and punctuality. This will be communicated in different formats.

## **Procedures**

### **Initiatives and Reward Systems**

Good attendance and punctuality needs to be rewarded and celebrated. The admin officer will develop and manage attendance reward systems within school. All other school staff to champion and support the initiatives that have been put in place. The following initiatives are in place:

- In EYFS, 'Zoom to the 100% Moon'
- Years 1, 2 & 3, an attendance race based around the curriculum topic for the current half term in each classroom
- Weekly trophy presented to the class, in each phase, with the best attendance for the previous week
- A display in the hall to demonstrate the attendance figures across the school
- DVD and popcorn afternoon each half term for the best attended class in EYFS/KS1 and KS2
- A prize draw every half term for 100% attenders
- Golden Time on a Friday for the class with the best punctuality the previous week
- Medals given to children who have achieved 100% for the academic year

## **School's roles and responsibilities**

All staff in school play a major role in supporting and promoting excellent school attendance. It is the legal responsibility of the teaching staff to mark the register twice a day, once in the morning and once in the afternoon after lunchtime is completed.

The admin officer will develop and co-ordinate the school's work in promoting good attendance in all areas of the school. The attendance officer will ensure that the data is kept up to date and that the Head Teacher is informed on a weekly basis of the current attendance and punctuality figures. The attendance officer will ensure that data is ready for any governing body meeting and is prepared for inspections.

The school's responsibilities are:

- To ensure the register is accurately and promptly taken every session (twice a day)
- To record any absences correctly, whilst remembering that, as a school, we can determine whether the absence is authorised or unauthorised
- To record late pupils correctly i.e. if they arrive through the main office, they then must be recorded as late
- To ascertain a reason behind the lateness
- To check the absences on a daily basis
- To make first day contact to those pupils who have not given a reason for absence
- To make priority home visits for pupils who are:
  1. subject to a child protection plan
  2. vulnerable
  3. already poor attenders
- To ensure each absence is recorded correctly on the SIMS system
- To publish attendance data for pupils and parents to access, weekly attendance newsletter
- To produce a termly newsletter with information for parents
- To inform teaching staff of each individual pupil's data at the end of the school year, including unauthorised absences, for the end of year reports
- To regularly assess attendance for each pupil and appropriate action to be taken if it is lower than 95%
- To give guidance to new staff around the marking the register and recording absences
- To assess each leave of absence form, contact the parent to discuss, and ensure forms are completed correctly
- To contact outside agencies e.g. school health if attendance continues to be a concern
- To send out punctuality letters twice each half term, to parents whose children have had 3 or more lates. Each letter will also include the total lates in the academic year

- To issue parenting contract letters to those parents whose child's attendance is below 90%
- To refer children who have unauthorised absence, and are achieving 85% or less, to the Education Welfare Service for legal monitoring
- To praise and acknowledge improvement of attendance and punctuality.
- To notify all new admits about the expectations of attendance and punctuality at Wingrove.

## **Roles and Responsibilities of Parents and Carers**

It is a legal responsibility that parents and carers ensure their child receives full time education.

They should therefore:

- Ensure that their child is ready and on time for school every day; they should be at school between 08.45 and 08.55
- Accompany their child to the school office any occasion that they arrive after the 0855 buzzer
- Ensure that their child is collected on time, at 15.15, from their class teacher
- Ensure they inform the school if they cannot pick up their child on time at the end of the day
- Ensure that school has up-to-date contact information for parents, carers, and other contacts
- Inform the school on the first day of absence (0191 2735466 / 2735842). This must be done as early as possible. We have a dedicated absence line
- Ensure that all medical appointments, where possible, are made after school or during school holidays
- Communicate with school if they are dealing with any specific problems at home preventing their child coming to school. The school can then offer support
- Consult the academic year calendar for Wingrove before booking a holiday
- Be aware that all schools have different closure days
- Ensure that they attend any meeting set up to discuss attendance or punctuality. If the time isn't convenient, the school should be contacted and the meeting will be rearranged
- Communicate with school if their child has an issue in school which could affect their attendance

### **When would absence normally be authorised?**

- Illness, meaning the child is too ill to attend school. This does not mean a cold or low level illness
- One day for each main festival of the family's religion
- A family crisis, e.g. a death in the family

### **When would absence normally be unauthorised?**

- Going shopping
- Having a hair cut
- Family events, such as meeting people from the airport
- Bad weather
- Helping in the household, e.g. looking after a parent or other children.

### **Holidays/leave of absence in term time**

In accordance with new government guidelines, holidays/leave of absence in term time will not be authorised. To ensure that the child is not taken off roll immediately, and registered on the nationwide database as 'missing', a leave of absence form must be completed and handed back to the school office. Children may be removed from roll and lose their place in school, if they have unauthorised absence. Once the pupil has returned to school following absence, legal procedures may come into effect. The decision to issue a penalty notice will be made by the Local Authority.

### **Monitoring and Evaluation**

Attendance and punctuality are constantly monitored on weekly basis by the admin officer. The admin officer assesses the impact of the various strategies in place to improve attendance and punctuality on a half termly basis. Feedback will be given to all stakeholders, including the Head Teacher and Governors.

At Wingrove, the admin officer is Mrs. Prosperini. The role is full time and she is based in school. She is available most mornings at the main entrance to school. She will also take phone calls from parents to report their child's absence from school. She will greet all parents and children who arrive late to school and will ask parents to provide an explanation for the lateness. She is also available at the end of most days when she makes phone calls to the parents of children who have not been collected from school on time.