



# Waynflete Infants' School

## Academy for Early Learning

## Attendance and Punctuality Policy

### Aims

The Governors of Waynflete Infants' School believe the pupils deserve the best possible education. To this end, the children are best served by receiving consistent learning and teaching. We aim to achieve this by seeking to ensure that each child maintains the highest possible level of attendance and punctuality by implementing procedures that will assist in ensuring good attendance and consistency of approach throughout both key stages.

Apart from having a direct effect on the quality of education received, good pupil attendance represents a significant impact on the opportunity for each child to reach their full potential. Both schools positively encourage good attendance and the following provides a guide for recording and reporting attendance.

### Pupil Registration

The register will be taken punctually twice a day, at the start of both the morning and afternoon sessions. (WIS 8.55am and 1.00pm). Pupils arriving after the registers have been returned to the office will be recorded as a late arrival.

Pupils' attendance will be marked either as present or absent and the reason for absence recorded.

Parents have a responsibility to inform the school as soon as possible if their child is not attending via the **study bugs app** on the **first day of absence**. The reason for absence should be explained and will be recorded by the school. Any unexplained absences will be followed up.

Failure to report an absence will result in the school contacting the parents in order to explain the reason for non-attendance or the absence will be recorded as unauthorised.

### Movement within the school day

Any children moving in and out during the school day must be signed out by the administrator in the signing out book which is located in the front office.

### Punctuality and Lateness

Whilst we understand that on occasion lateness cannot be avoided, it is particularly important that children are present at the start of each session in order for them to gain instruction, objectives and guidance for the lesson.

If your child arrives at school after the start of the day (WIS 8.55am), then they must report to the office before going into the classroom and their lateness will be recorded.

If a pupil arrives 30 minutes or more after the closure of the register, they must report to the office. They will be registered as unauthorised absence for the session, unless an appropriate explanation is received. It is at the school's discretion whether they accept the reason for lateness.

Periods of frequent lateness are a cause of concern, and parents will be contacted in the first instance by the HeadTeacher. If attendance does not improve, then the school is obliged to follow up the reasons for lateness, and may be required to consult external agencies.

**From 1<sup>st</sup> September 2013, the new Law gives NO entitlement to parents to take their child on holiday during term time. Any application for leave must only be in EXCEPTIONAL circumstances and warrant the granting of leave. Head Teachers will not be expected to class any term time holiday or family visits as exceptional.**

**Northamptonshire County Council from June 2016 are proposing to issue penalties when children miss 5 consecutive school days or the equivalent of 5 days within a 6 week period which are recorded as unauthorised absences. In line with Brackley Junior School policy after an unauthorised absence of 5 or more consecutive days all the relevant information will be forwarded to the Education and Inclusion Partnership Team where a penalty notice MAY be issued.**

#### **Procedures for monitoring attendance**

- The school administrative staff meet regularly with the Headteacher to discuss any child with persistent lateness or attendance which has fallen below 95%.
- If, after the initial review, children are identified as causing concern, or are identified as persistent absentees, the Headteacher will meet with the parents to set targets for improvement.
- The Headteacher will discuss each class's attendance on a termly basis with the appropriate teacher during pupil tracking reviews.
- The class teacher will discuss any attendance issues with the parent at their child's pupil progress meeting.
- The study bugs website will be accessed each day to pick up messages about sickness.
- Attendance is reported at least termly to the Full Governing body meeting and in each Head Teachers report.

#### **Procedures for following up absence and lateness**

- If a pupil is absent without an explanation being received, the school will contact the parents, wherever possible, on the first day of absence. If an explanation is deemed to be unsatisfactory, the Headteacher will contact the parents.
- If a pupil is persistently (or intermittently) absent, the Headteacher will write to the parents and invite them to attend a meeting at school.
- If a pupil is persistently absent or late, and the school's efforts to affect an improvement have been unsuccessful, the situation will be discussed with the Education Entitlement Team or external agencies as appropriate.
- All telephone messages regarding absence or lateness are recorded.

#### **Rewards**

Children who achieve good attendance during the term will be recognised in an assembly and receive an appropriate award.

#### **Responsibilities**

Good attendance and punctuality at WIS is the responsibility of everyone in the school community.

#### Pupils

All pupils are expected to attend school regularly and punctually, and to participate fully in the lessons.

#### Parents/Carers are responsible:

- For ensuring that their child(ren) attends school regularly, punctually, properly dressed and equipped, and in a fit condition to learn in accordance with the Home/School Agreement.
- For notifying school on the first day of absence.
- For avoiding making medical and dental appointments during school hours, where possible.

#### School

School will endeavour to encourage good attendance and punctuality by personal example. Attendance is the responsibility of all school staff and will liaise closely with parents. Each class will have an attendance balloon in their classroom which will be changed termly. A red balloon is less than 90%, a yellow balloon is 90-94% and a green balloon is 95% and over with a variety of gold stars on it the closer the class is to 100%.

#### Governors

Governors are responsible for reviewing and monitoring pupil attendance. A report will be made to the Full Governing Body each term through the Head Teachers Report.

This policy will be reviewed annually.

**Reviewed Sept 2020**

**Recording of Absences**

The following is a guideline as to categories of absence:

Reason	Category of Absence	Remarks
ILLNESS, MEDICAL, DENTAL.	Authorised	Where possible, we would encourage parents to make appointments out of school hours. School must be provided with copies of medical appointments for the absence to be recorded as a medical absence. For periods of illness in excess of two weeks, the school will liaise with the parents and suitable tasks may be sent home.
DAYS OF RELIGIOUS OBSERVANCE	Authorised.	Exclusively for religious observance by the religious body to which the parents belong. Parents are encouraged to give advance notice.
EXCLUSION	Authorised	For a fixed period whilst the child remains on roll. Teachers are responsible for setting work.  Where permanent exclusion is confirmed, the pupil's named is removed from the school roll.
TRAVELLER CHILDREN	Authorised	Traveller children will remain on roll whilst the family is travelling.
SPECIAL CIRCUMSTANCES	Authorised at the discretion of the Headteacher.	Only exceptional circumstances warrant authorised absence eg. Family bereavement. Birthday "day outs" are not seen as a relevant reason for taking children out of school.  Parents are required to write to the Headteacher to request permission.
FAMILY HOLIDAYS DURING TERM TIME	Unauthorised.	<b>Parents do not have the right to take their child out of school for a holiday.</b>  Permission to take children out of school during term time will be granted in <b>EXCEPTIONAL</b> circumstances only and requests should be given to the Headteacher in writing <b>BEFORE</b> any holiday is booked.  Where permission is granted on exceptional grounds, and the child returns to school later than the agreed period of absence, this additional absence will be unauthorised. In a case where permission is granted, the school is not responsible for providing work for the period of absence.  Schools reserve the right to delete from roll, a pupil who fails to return within ten school days of the agreed return date unless there is a good reason for continued absence.