

Learning for Ourselves, Respect, We Can



# Attendance and Punctuality Policy

Reviewer : D South

Reviewed by WSCC: Dec 2007 Reviewed by D South October 2016

Reviewed and approved by Curriculum Committee:

Ratified by FGB : March 2014

Next review date : October 2018

RRS :

1. Freedom of association). Every child has the right to meet with other children and young people and join groups and organisations, as long as this does not stop other people from enjoying their rights.
2. Goals of education. Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environments.
3. Children of minorities. Every child has the right to learn and use the language, customs and religion of their family whether or not these are shared by the majority of the people in the country where they live.

## Lyndhurst Infant School Attendance and Punctuality Policy 2016

**‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.**

(School Attendance: Statutory guidance and departmental advice, DFE Aug 2013)

Lyndhurst Infant School believes that regular attendance and good punctuality is important for successful learning at school. Patterns of good attendance and punctuality should be established at an early age as this is an important life skill.

### Overall Aims of this Policy:

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved (96%), through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child achieves well through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify and challenge causes of low attendance/punctuality with individuals, classes and groups of pupils
- To work with external agencies, in order to address barriers to attendance and overcome them.

### There are legal obligations on:

- The parent/carers to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance.

### Head Teacher and SLT will:

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for 'Leave From Learning' in line with Government legislation
- To consider the use of Penalty Notices, in line with West Sussex Local Authority policies and procedures.
- To inform parent/carers of poor attendance and punctuality and improved attendance and punctuality
- To reward children for consistently good attendance
- To set up incentives for all children and targeted groups of children so that both attendance and punctuality improves
- To track attendance and punctuality regularly and challenge poor attendance.
- Liaise with outside agencies and support networks if necessary.
- To report on Attendance regularly to Governors

### It is the role of the Parent/Carer to:

- Ensure regular attendance and punctuality for their child
- When exceptional circumstances exist, to apply for leave of absence in advance where possible
- Inform the school on the first day of absence
- Contact the school in confidence, whenever problems occur which may keep children away from school.
- Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach-aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them. If pupils have a dental, clinic or hospital appointment, parents should let the school know. Pupils should be brought back to school after appointments. Pupils should miss as little time as possible.
- Medical and dental appointments should not be arranged in school time wherever possible.
- We require parent/carers to work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

### It is the role of the class teacher to:

- Maintain accurate registers and records for the children
- Follow up all absences

It is the role of the governors to:

- Support the school in challenging 'leave from learning'
- Ask the Head Teacher to report on Attendance

### Leave from Learning

Parent/carers are reminded that all absences mean that a child will miss out on learning and teaching and they are, therefore, requested to keep absence to a minimum. All absences are required to be authorised or approved, wherever possible before they occur, and it is the parent's/carer's responsibility to seek this.

Clear instructions from the Government state the following:

*'Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments made clear that Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances. These amendments come into force on 1<sup>st</sup> September 2013. For further details please follow the following link:*

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

### Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The Office follows this system:

- Phone parent/carers contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The Office must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code.

### Equal Opportunities

We will aim to ensure that all children will have an equal opportunity to explore their potential regardless of gender, ability, cultural or religious background with reference to our school's equal opportunities policy.

**IMPORTANT:**

Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.