
Attendance and Punctuality Procedures



Date: Spring 1 2018 - 2019
Review Date: Spring 1, 2019-2020

Chair of Governors' Initials

Ethos and Aims

We believe that punctuality and good attendance are essential for all pupils, to ensure they can benefit fully from their education to reach their full potential, both academically and socially. We aim to ensure that all pupils achieve maximum possible attendance and that any barriers to this are identified and acted upon as soon as possible. The school aims at 100% attendance for pupils and promotes good punctuality, as this sets a positive work ethic now, and for the future (see Appendix 1).

Parent/Carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the Local Authority.

UN Convention on the Rights of the Child (UNCRC)

Article 2

All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or a girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3

All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4

The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

Article 5

Your family has the responsibility to help you learn to exercise your rights, and to ensure that your rights are protected.

Article 28

You have the right to a good education. You should be encouraged to go to school to the highest level you can.

Roles and Responsibilities

Parents, Guardians and Pupils

Parents/carers of children of compulsory school age are legally required to ensure that they receive full-time education. Parents/carers are also responsible for informing the school of any absence as soon as possible; the school expects to be contacted each day of the absence. This should be done, in the first instance, by reporting the absence using Parent Mail, telephoning the school, by personal contact or by written note. The reason for absence and when the child is expected to return to school should be stated. Pupils are expected to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance by the school. Parents should ensure that their children arrive at school before the morning bell, prepared to begin the school day.

Governors

The governing body has ultimate responsibility for attendance at school. This is delegated on a daily basis through the Senior Executive Head Teacher to the Head of School. Governors regularly monitor the effectiveness of attendance procedures and practice.

School Attendance Leader

The designated senior member of staff responsible for attendance is the Head of School. The Head of School is supported by the Leadership Team. Attendance is regularly monitored so that pupils at risk of persistent absence can be identified early and interventions/support are offered. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility. A range of actions may be taken according to the percentage of absence and reasons provided by

School Procedures

parents/carers; these may include completing an Early Help Assessment, referral to Children's Social Care or court action.

Class Teachers

Registers are computerised and are taken at the start of the morning and afternoon sessions. The time of late arrivals is noted and absences recorded, in the class register. Class teachers contribute to procedures by promoting good attendance with their class and highlighting those with poor attendance/punctuality. Class teachers must immediately alert the Designated Safeguarding Lead if they believe or suspect that an absence may be due to a Child Protection or Safeguarding issue.

Data Officer (Dawlish, Newport, Thorpe Hall)/Office Admin (Oakhill)

These staff members manage the operational aspects of attendance monitoring, for example; entering reasons for absence onto SIMS, co-ordinating the Late Gate and collating and analysing attendance data. These staff members work in collaboration with the wider staff including Leadership Teams.

Leave of Absence

Schools can approve absence however they do not have to accept the parent/carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that schools can categorise as authorised absence. The guidelines are based on the needs of the community and the kinds of reasons parent/carers may wish their children to take leave of absence.

The schools follow the guidelines for authorising absence as listed below

- Illness, **emergency** medical, dental and hospital appointments. It is expected that routine check-ups, including hospital review appointments should, as far as possible, be made during holiday periods or after school hours.
- Family bereavements
- Attending a religious observance
- Off-site activities (These fall into two categories; educational visits or individual activities e.g. an examination)
- Exclusion (Excluded pupils are treated as authorised absence. They will remain on the school's register unless permanently excluded when the situation has to be reviewed)

NB. The schools do not authorise a leave of absence for extended periods during term times e.g. extended holidays or visiting family abroad.

Holidays during Term Time

The schools operate the DfE zero tolerance approach to extended holidays and notifies parents/carers of this so that they can make informed decision about removing children from school for this reason. We refer children with unauthorised extended holiday absence to the local authority who arranges for fixed penalty fines to be issued. Our intention in referring cases is to emphasise the negative impact on children's progress and achievement caused by extended periods of absence.

Lateness

A morning bell rings to indicate that lesson time is beginning. Many classes enter the building just before this time to enable the pupils to prepare for the day. Pupils should be on the playground at least 5 minutes before bell time so that they can enter school calmly with their class and organise themselves ready for the first lesson. All lateness is recorded and lateness after the registers close is marked as absence. If a pupil regularly arrives late for school, we monitor and offer support to develop strategies to improve their punctuality. Persistent lateness after the register has closed may result in prosecution under section 444 Education Act 1996 by the Local Authority.

School Procedures

Breakfast Club

Newport and Thorpe Hall Schools run an established Breakfast Club. The aim of the club is to promote punctuality and good attendance. Breakfast Club may be a useful option for families where there are barriers to punctual attendance. Breakfast Club is run by trained school staff and is open from 8.00am (Newport) 7:45 (TH).

A learning based Breakfast Study Club operates at all schools for pupils in Year 6 from 8.00am each morning (Dawlish/Newport/Thorpe Hall) and 8.15am (Oakhill).

NB- no other breakfast facilities are available at Dawlish or Oakhill Schools.

Late Collection of Children

Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children. Newport and Thorpe Hall schools operate a Tea Time Club, which may be useful for families who are unable to collect their children on time from school, however it is not a drop in facility and pupils must register to attend. Dawlish and Oakhill Schools do not have an after school club facility.

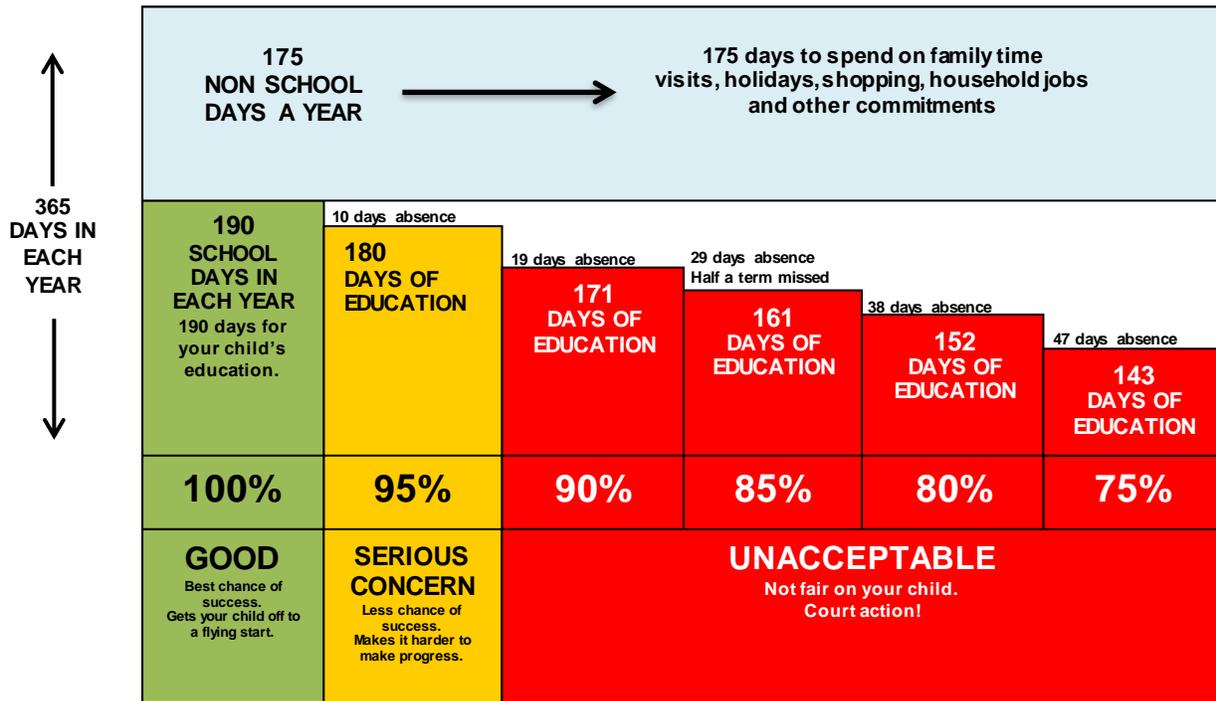
School Procedure

The schools monitor attendance and punctuality weekly. Issues relating to pupil attendance are followed up during regular review periods.

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Appendix 1

Days off school add up to lost learning



- Please don't let your child miss out on the education they deserve.
- Every school day counts.

If you are worried about your child's attendance please talk to us at school about it.

Getting Your Child to School Really Matters

Did You Know... ?

	In a School Year, If Your Child is Late Every Day By...	Your Child Would Have Lost Approximately...	Or They Would Have Missed Approximately...
	5 Minutes	3.5 Days from School	20 Lessons
	10 Minutes	7 Days from School	41 Lessons
	15 Minutes	10 Days from School	55 Lessons
	20 Minutes	14.5 Days from School	82 Lessons
	30 Minutes	22 Days from School	123 Lessons