

Greenslade Primary School Attendance and Punctuality Policy

Reviewed October 2016

This policy is a statement of our aims and strategies to ensure full and prompt attendance of pupils at Greenslade School.

This policy was originally developed during the Summer Term 1998 in consultation with teaching staff, Greenwich Attendance Advisory Service and LEA Guidelines. It was reviewed and approved by The Governing Body in November 2016.

Abbreviations: AAO – Greenwich Attendance Advisory Officer, AAS – Greenwich Attendance Advisory Service, LA - Local Authority

We are currently working alongside our AAO, to support families in managing issues related to attendance and punctuality.

We strive to meet our aims through our own resources and have increased our office hours to enable us to do this effectively.

Aims

Our aims for this policy are to ensure that:

Children are in school regularly and on time and benefit from constantly high quality learning expectations.

Staff and parents hold the same high expectations in terms of children's attendance and punctuality.

Absence and lateness are recorded and dealt with systematically and consistently throughout the school by all staff.

Staff and parents are aware of each other's responsibilities in this matter and are informed and knowledgeable about the school's monitoring of attendance and punctuality.

Principles for ensuring our aims:

We see regular attendance and punctuality as a process of teamwork between the school, parents and the Attendance Advisory Service, ensuring each child's equality of access to life and work of the school.

At Greenslade we believe that children's regular attendance greatly affects their ability to perform well in school. Children who suffer continual absence problems often have difficulties in accessing the curriculum and achievement levels can suffer. This can lead to problems with the child's self esteem. Frequent absence and lateness can also lead to problems with their social skills and long term friendships.

We believe that the start of the day is a crucial teaching time when the lesson objectives are explained and the main points for learning are taught. If a child misses these they find catching up during the lesson difficult. If this is repeated over a period of time it can seriously hinder any progress being made. Children coming into a lesson late can also be extremely disruptive for the teacher and other children in the class. It can be very embarrassing for the child who is late.

How the school works towards these aims:

Maintaining the class registers in the agreed manner including the storage of letters regarding attendance and the authorisation of absence.

Contact in writing to parents about any unexplained absences and/or lateness.

If attendance and/or punctuality remain an issue, you will be asked to attend a pre referral meeting in school and on most occasions that meeting will be attended by the School's AAO.

Making the policy known to parents.

Using prompt, pre-emptive action in all issues of non-attendance and lateness.

How parents support these aims:

Parents should ensure that their child attends school both regularly and punctually.

In the event of an absence: Parents are expected to notify the school on the first day of absence and must send a written note with an explanation, along with any medical evidence if required, to the school office on the day the child returns to school.

Medical Evidence:

If the school have informed you in writing, that you are required to provide medical evidence to support any absence due to illness, in order for any absence to be authorised, the school will accept the following forms of evidence:

- A Doctors/Hospital appointment letter
- A prescription for medicine, provided it bears the name of the child and date dispensed thereon
- The prescribed medicine packaging, provided it bears the name of the child and date dispensed thereon
- An Doctor's/Dentist appointment card (emergency appointments only)

For your information routine dentist or GP appointments are to be taken outside school hours and will not be authorised by the school.

If your child is absent for more than one day, then an appointment card will not cover the whole period of absence, unless additional evidence, such as described above has also been supplied.

If your child is sent home from school unwell, then the school will authorise the 1st day of absence. However should your child be absent for more than 2 days, you may be required to provide additional evidence and you will be informed by the school, if this is the case. (See above)

Lateness

Parents of children arriving after 9.05am **must** ensure that their child reports to the school office to obtain their mark in the register.

Pupils, who arrive between 9.05am and 9.30am, will receive a late mark.

Pupils, who arrive after 9.30am, will receive an unauthorised late mark. This equates to a half day absence. However in the event that your child arrives after 9.30am, and that this is due to an unavoidable medical or dental appointment, as long as you provide evidence to support this, your child will receive an M code, which is an authorised absence.

Leave of Absence (Holiday/Exceptional circumstance) during term time

Holidays

From September 2015 children are **not** entitled to any holidays during term time, unless the Head Teacher has deemed this as an exceptional circumstance.

If a pupil takes an extended period of absence for 10 days or more (20 sessions +) which has not been authorised by the Head Teacher, in line with school policy he/she will be referred to the AAS. The parent of any pupil who becomes a referral to the AAS due to this reason, is at risk of receiving a £120 Penalty Notice (per parent, per child), or legal action.

Exceptional Circumstances

There are some occasions where the Head Teacher may grant a leave of absence during term time, if the reasons for the absence are deemed as exceptional. If you have to take your child out of school during term time, you must put an application in writing to the Head Teacher prior to the leave being taken, as failure to do so, will result in any absence not being authorised.

N.B – Holidays generally are not considered as an exceptional circumstance. Any applications made in writing, will be responded to in writing by the Head teacher.

Guidance for completion of Registers at Greenslade

Registers are legal documents and may be used in court. Therefore they must be:

Manual Registers

Kept in a locked fire proof cabinet.

Completed twice per day, at the beginning of the morning and afternoon session, and returned to the office.

Completed in ink: red / for present and black 0 for absent.

They are also confidential and should not be made available to anyone except school staff.

Computerised Registers

All manual registers will be transferred to computerised system daily.

All coding used in the register will be in accordance with the LA.

They are also confidential and should not be made available to anyone except school staff.

If late the child must report to the office to receive their mark.

All registers are taken at 9.05am and 1.35pm. In the morning any child arriving after this time will be marked late. The registers close at 9.30am and any child arriving after this time will be marked absent for the whole session. (This is recorded as an unauthorised absence and will be recorded in our attendance figures)

Parents of children arriving after 9.05am must ensure that their child reports to the school office to obtain their mark in the register.