

## **Attendance Policy**

At Reed First School, we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality. Regular and punctual attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law.

The Law states that all children between 5 and 16 should receive a full-time education and it is parents/carers duty to ensure that this happens. Children who are persistently late or absent soon fall behind in their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related expectations. Our policy applies to all children registered at this school and this policy is made available to all parents/carers who are registered at our school on our website.

### **Aims and Objectives**

This attendance policy ensures that all members of our school community are fully aware of and clear about the actions necessary to promote good attendance.

### **Expectations**

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

The School will be expected to:

- Provide a safe learning environment;
- Ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis;
- Follow up all instances of poor attendance and punctuality.

The Parents will be expected to:

- Ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- Inform our school office before 9.15am on the first day of absence, of the reason for their child's absence from school;
- Maintain regular communication with school staff where necessary;
- Ensure that the school is informed of any changes of contact details.

The Pupils will be expected to:

- Attend school and all of their lessons regularly and punctually;
- Be ready to learn.

### Doors Open

At 8.45am the gate will be opened. Pupils should not enter the school buildings before this time unless they attend Early Birds club or by prior arrangement. Early Birds children will be brought outside at 8.45am and will be supervised until they are passed to their teacher. Pupils should come onto the playground area next to their class. At 8.50am the bell will be rung. Pupils will line up outside their classroom with their teacher and walk into school together. Parents and carers will leave the playground as the bell goes. The outside gate will be locked at 9.00am. Any pupils arriving after this time must report to the school office through the main entrance.

### Registration

Registers are called at 9.00am and at 1.15pm. Registers close at 9.05am and at 1.20pm.

- Registers are marked consistently by staff.
- Any pupil arriving after 9.00am but before 9.10am will be marked as 'late'.
- Any pupil arriving after 9.10am will be marked as Late after the register has closed which is recorded as unauthorised.
- For the afternoon session, any pupil arriving after 1.20pm will be marked as Late after the register has closed which is recorded as unauthorised.
- Registers will be marked in accordance with DfES guidance.(School attendance 2016).

### Following up lateness

Parents/carers whose children are late for two days or more in one week will be contacted by the Head Teacher, who will work with the parents/carers to bring about an improvement in punctuality.

### Absences

Notification must be provided for all absences from school. This must be through communication with office staff before 9.15am on the first day of absence

- Absences are authorised by the Head Teacher.
- The school may decide not to authorise absence, even when a reason is provided.
- The school will check up on any absences where a reason has not been notified. If no reason has been provided by 9.15am office staff will contact the parents/carers. In the event that parents/carers cannot be contacted, office staff will contact the people on the emergency contact list. If we still do not have a reason for absence after a call to the final contact, we will consider initiating a welfare check.

Most absences, such as the following, are for good reasons and will generally be authorised by the school:

- sickness (for illness lasting more than 3 days, school may request a doctor's appointment card as proof of illness)
- unavoidable medical or dental appointments (preferably parents should arrange appointments after school or during school holidays)
- days of religious observance
- exceptional family circumstances e.g. bereavement. \* Note it is the school – not the parent – which authorises an absence.

### Leaving and returning to School during the School Day

- When pupils leave or return to school during the school day, a member of staff must be notified and pupils must be signed in/out at the office.

### Term time holidays

- Following the DfE guidance (September 2013) term time holidays are no longer permitted. Leave may be authorised in exceptional circumstances. In order to request term time leave parents must first apply to the school in writing at least one month in advance, where possible, and may be invited to attend a short meeting with the Head teacher. Following this meeting the School may grant leave in term time if it is considered that there are exceptional circumstances. If you take your child out without permission,

the absence will be marked as unauthorised and count towards the child's absence record.

Reed First School we expect parents to work with us to address attendance problems. The Local Authority may issue a fixed penalty when:

- The pupil must have at least 15 half days of unauthorised absence in the current and/or previous term.
- The school must have sent parents/carers a formal warning.
- The school, police or attendance improvement officer considers that issuing a penalty notice could stop any more absences.
- Issuing a penalty notice does not conflict with any legal action being taken.

Cost of a penalty notice £60 – if paid within 21 days. £120 – if paid between 21 and 28 days. This cost is payable per child and per parent with parental responsibility

If you don't pay the penalty notice in the given time, the local authority will prosecute

(if they haven't withdrawn the notice).

#### Procedures for reducing absence rate

- Attendance data is monitored by the Headteacher.
- Attendance data is available for discussion during parents evening on request
- Attendance data is analysed termly with the governor responsible for Safeguarding & Attendance.
- Attendance for the year is recorded on child's end of year written report to parents.
- Teachers will speak to parents/carers when attendance is between 93% - 95%.
- Letters are sent to parents if attendance is between 90%- 93%. If attendance doesn't improve, parents/carers will be requested to attend a meeting to discuss the reasons for absence and ways in which school can help.
- If attendance is 90% or below, or for pupils who are considered persistent absentees, the school may seek advice from the county attendance officer

(AIO) or other suitable professionals to draw up an action plan to improve attendance.

Persistent absentees are pupils who are frequently absent and overall absence equates to 10% or more of their possible sessions.

#### Removing pupils from the admission roll

Schools have a duty to notify the local authority when a pupil is removed from roll and provide the local authority with detailed information (with the exception of the usual transfers between phases - e.g. first school to middle school, middle school to upper school). Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority. All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.