



St Jude's Church of England Primary School

Attendance and Punctuality Policy

*Our children
Our St Jude's Family
Happy – Inspired – Loved
The sky is not the limit
Ready for today - prepared for tomorrow*

INTRODUCTION

We believe that education is a life long process. Pupils are entitled to, and benefit from, our educational provision and that this entitlement can only be realised by positive behaviour and regular attendance.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in a prosecution.

PROMOTING REGULAR ATTENDANCE

The school aims to promote, among parents*, staff and children, a high level of awareness of the need for regular and prompt attendance.

We will:

- advise parents of the school's expectations during the induction meetings for new children and annual welcome meetings
- report to parents annually on their child's attendance in the annual school report
- contact parents should their child's attendance fall below the school's target for attendance,
- reward good or improving attendance through class competitions, certificates and events.

**The term 'parents' used throughout the document refers to parents, carers and guardians.*

Targets

- To raise pupil achievement by ensuring children are in school and on time every day.
- The individual and overall school attendance target is **97%**.

Absences

Department for Education regulations September 2013 states that

"...Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances".

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, parents and child. If a parent thinks their child is reluctant to attend school then we will work with the family to understand the cause of the problem. We can use external agencies to help with this such as the school nurse or school attendance advisor.

A pupil becomes a '**persistent absentee**' when s/he misses 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need the fullest support and cooperation from parents to deal with this.

Please see Appendix 1 for attendance and punctuality triggers.

Punctuality

Good time keeping is a vital life skill. Being on time helps a child to be calm, relaxed and happy in school. Poor punctuality is unacceptable. If a child misses the start of the day, they can miss work and do not spend time with their teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

We expect parents and carers to pick up children on time at the end of the day and after clubs. Please inform the school office as soon as you are aware that you may be delayed.

Please see Appendix 2 for after school pick up arrangements.

Arrival and registration

All children should be ready in the playground ready to come into school at 8.55am. Lessons begin at 9am. The playground is open and supervised from 8.40am. The first bell goes at 8.45am and the second at 8.55am. All children should be in line at 8.55am and ready to walk into class.

The register is statutory document and is taken twice a day. Each day counts as 2 sessions of attendance.

Registers are marked at 9am. If a child arrives after the registration period s/he will be formally noted as **late**. At 9.25am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark to note that they are on site but this will not count as a 'present' mark and it will mean they have an unauthorised absence. This may mean that you could possibly face the possibility of a Penalty Notice if the problem persists. The afternoon register is taken at 1.30pm.

It is essential that children arriving and leaving school with a parent outside the normal hours are signed in and out from the office. These records are used in the case of fire/emergency as an appendix to the register.

The Learning Mentor monitors children's punctuality and attendance for discussion with the headteacher or a member to the senior leadership team (SLT). The Education Welfare Officer will be informed if persistent absence occurs.

Illness and medical appointments

Every effort should be made to arrange medical appointments outside school hours. The school should be notified of these appointments in advance. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or a copy of medical prescriptions/appointment card where appropriate).

Recording of Absences

- Parents/carers should inform the staff before 9.30am of reason for the pupil's absence in order for the school to authorize the absence.
- All pupil that arrive after **9.30am** will be marked in the register as **absent**.
- From **9.30am** office staff will contact home to find out why a pupil is not in school.
- The office staff will record reasons for absence into the register. There should be clear reasons given, with as much information as possible.

- By law only the school can authorise an absence. A written note or telephone explanation by the parent/carer does not in itself oblige the headteacher to authorise absence.
- If contact has not been made/no reason given for absence an **unauthorised absence mark will be recorded in the register**. Unauthorised absences will lead to referrals to the SAPP and may result in prosecution.
- The Attendance Lead is responsible for completing the total numbers of absences and for completing weekly percentage figures.

Absences during term time

- Absences will not be granted during term time and will be authorized under exceptional circumstances.
- If a pupil is absent for longer than the agreed period a referral will be made to the Local Authority and Off Rolling may occur.

Arrangements for absence in other circumstances

Sudden serious circumstances do occur rarely, when it is impossible for a family to bring their child to school. It is essential that the school is informed by the parent of the circumstances immediately so that the appropriate code can be noted in the register.

Attendance and punctuality meeting

- Informal and formal meetings will take place with the Learning Mentor
- Any pupil with 8 days or more absence a term, without reasonable explanation, may be fast tracked to the SAPP
- The SAPP will meet every half term to monitor attendance and punctuality

Penalty Notices

Penalty notices may be issued to a family at St Jude’s School where there is a poor attendance history, that is, child/ren’s attendance falling below 95% in any period over the previous or current school year.

The DfE has stated that

“...These will apply to any parent who fails to ensure the regular attendance of their child of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during schools hours without a justifiable reason.

The penalty notices is currently £60 for those who pay within 28 days; and £120 for those who pay within 42 days.

The Education Welfare Officer

Parents are expected to contact the school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out this way, the school may refer to the Education Welfare Officer from the local authority. With the school s/he will also try to resolve the situation by agreement but, if other ways of trying to improve the child’s attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options to enforce attendance at school are available from the school or the local authority.

Policy History

Date Reviewed by governors	November 2016
Next Review	November 2017

This policy has been agreed by the governing body of St Jude’s School on

10th November 2016 and supersedes all previous policies relating to this area.

St Jude’s Church of England Primary School Attendance, Punctuality and late pick up, policy, agreed by governors on November 2016

APPENDIX 1 – ATTENDANCE AND PUNCTUALITY TRIGGERS

During the regular monitoring of both the registers and the Late Book, St Jude’s staff will check for the following concerns and following the appropriate procedures.

Trigger	Monitoring
<p style="text-align: center;">Punctuality</p> <ul style="list-style-type: none"> • If a child is late on three occasions within a four week period. • If no improvement is made during the two week monitoring period. • If no improvement is made during the two week monitoring period. • If there is no significant improvement a School Attendance Panel meeting will be scheduled. <p style="text-align: center;">Attendance</p> <ul style="list-style-type: none"> • There has been no written explanation of an absence on the day of absence. • There has been no written explanation of an absence of two or more days after two weeks of return. • If attendance falls below 95%. • If attendance is 90% or below • If attendance falls below 90% for the second time, a School Attendance Panel meeting will be scheduled. • When attendance improves to 95% or above, 	<ul style="list-style-type: none"> • A warning letter will be sent from the Learning Mentor informing of a two week monitoring period. • A meeting will be scheduled with the Learning Mentor suggestions will be made by both the school and the parent to improve their punctuality. The school will monitor for a further two weeks. • A meeting will be scheduled with the Headteacher and Learning Mentor to discuss how attendance can be improved. The school will monitor for a further two weeks. • This is a formal meeting with the Headteacher, a school governor, the Learning Mentor and any other external agency relevant to the situation. <ul style="list-style-type: none"> • The absence is unauthorised. The school will make a phone call to the parents. • The school will send a letter requesting this information. If this information is not provided after a further week, the absence will remain as unauthorised and will not be changed. • A letter will be sent by the Learning mentor and any further absences will be monitored. • A warning letter will be sent by the Headteacher and a meeting will be scheduled. • This is a formal meeting with the Headteacher, a school governor, the Learning Mentor and any other external agency relevant to the situation. • An improved attendance certificate will be awarded.

Time	Action	Charges
3.20pm	School gates open at the end of the school day.	
3.30pm	School ends <ul style="list-style-type: none"> - Parents/carers collect KS1 children - KS2 children may go home alone with parent's written permission - If there is a change in arrangements parents must inform us in writing 	
3.30pm – 3.45pm	Registered After School Clubs (Whippersnappers) collect children and leave the premises	
3.45pm	Gates to school playground locked by staff who are on duty. Parents and carers please leave the playground promptly as gates must be locked to ensure our site is secure.	
3.45pm	Uncollected children taken to Main Reception by the teaching assistant on duty and parents telephoned. Late pickups are recorded in the late book by the teaching assistant.	
3.50pm [20 minutes late]	Late pickups are recorded in the late book by the teaching assistant. Please provide a reason for the delay, so that this can be recorded.	£5.00 charge per child each time child collected at or after 3.50pm.

APPENDIX 2 AFTER SCHOOL ARRANGEMENTS AND PROCEDURES – FINES FOR LATE PICK UP

After school late procedures

Late collection twice in the same week	If you are more than 15 minutes late in collecting your child TWICE in the same week, the late collection fee will also apply.	£5.00 charge per child if child collected at or after 3.45pm twice in one week.
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After School Clubs	Please collect your child on time (normally 4.40pm unless otherwise stated). A charge will apply for children collected at or after 5.00pm. If children are collected after 5.00pm on more than 2 occasions they will no longer be able to attend the club. <i>Continued lateness will jeopardise your child's place in a club.</i>	<i>£5.00 charge per child applies for late collection from after school activities.</i>
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