



Attendance and Punctuality Policy

Act justly, Love mercy, Walk humbly

Queniborough C E Primary School

	Date	Signed
This Policy was adopted on	Feb 2022	
To be reviewed	Feb 2023	

Our vision statement

*With JESUS at our side,
We ACT with a sense of right and wrong.
We show LOVE by being kind to everyone.
We WALK through each day with modesty in all we do.*

Attendance and Punctuality Policy

Queniborough C.E Primary School seeks to ensure that all their children receive a full-time education which maximises opportunities for each child to realise his/her full potential. We expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy to do so.

When a child has enrolled at school, parents/carers have a legal responsibility to ensure their child attends every day. It is important that children arrive punctually for the start of the school day. Registration is at 8.45am

Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for ensuring the school keeps an attendance register that records which pupils are present at the start of the morning and afternoon session's. This register will also indicate whether an absence was 'authorised' or 'unauthorised'.

Definition of 'authorised absence'

- An absence is classified as authorised when the school has ascertained that a child has been absent for a legitimate reason and the school has received notification from a parent or carer.
- Only the school can authorise an absence. Parents and carers do not have this authority. Consequently not all absences supported by parents and carers will be classified as authorised.

Definition of 'Unauthorised absence'

- An absence is classified as unauthorised when a child is absent from school without permission of both the school and a parent/carer.
- The absence is unauthorised if a child is absent from school without good reason, even with the support of a parent/carer.

AIMS

To encourage and assist all children to achieve excellent levels of attendance of above 97%

To maximise attendance across the school population and reduce persistent absenteeism (below 90%)

Work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance

Children

All children are expected to:

- Attend school regularly and to arrive on time.
- Come to school prepared to learn
- Talk to a member of staff / Head teacher if there is a problem causing them to miss school.

Parents/Carers

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with section 444 of the Education Act 1996. They should ensure that:

- Their child attends and is punctual.
- They inform the school of the reason for any absence by telephone call on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. The school telephone number is 0116 2606700
- They understand that holidays in term time are not an entitlement and can only be authorised in exceptional circumstances.
- Medical and dental appointments are arranged outside school time wherever possible.
- They provide the school with up to date information regarding diagnosed medical conditions, which may affect attendance.
- They provide the school with up to date contact details.

Queniborough CE Primary School will:

- Strive to provide a welcoming, caring environment whereby each member of the school community feels valued and secure.

- Establish an effective system to recognise the efforts of children to improve their attendance and timekeeping and will challenge the behaviour of those children and parents who give a low priority to attendance and punctuality.
- Raise concerns about the attendance of pupils with parents and carers

Registration

Registration is a legal requirement and creates an orderly start to the school day. Children arriving after the registers have been taken will receive a late mark.

Key to Codes

/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg)
C	Other authorised circumstances e.g funeral
E	Excluded
G	Family Holiday (not agreed by Head teacher)
H	Family Holiday agreed to due exceptional circumstances
I	Illness (we may ask for medical evidence)
L	Late (before registers closed)
M	Medical/dental appointments
O	Unauthorised absence
R	Religious Observance
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age absence

Authorised/Unauthorised Absence

The registers will be coded in accordance with the Department of Education mandatory codes. (see table above)

A parent or carer must explain all absences. The school will then decide whether to authorise the absence.

Any unexplained absence will be unauthorised.

Absence may be authorised due to:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

If a child's attendance becomes a cause for concern, the school may ask parents to provide medical evidence to substantiate their reasons before the absence can be authorised.

Exceptional Leave

The school recognise that there may be times when a child requires exceptional leave during term time for short periods. In these circumstances, parents/carers are asked to complete the 'Leave of Absence Form' to request the absence. The Head teacher on an individual basis will consider these requests. Parents will be informed in writing about whether this has been agreed or not.

In the case of an unauthorised absence/holiday, the school is obligated to refer the case to our attendance welfare officer, Naina Zavery and a Penalty Notice may be issued. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine for £60 per parent per child, which increases to £120 per parent per child if not paid within 21 days. If the Penalty Notice remains unpaid after 28 days, this may result in legal action.

Procedures for Following up Absence/Lateness

If a student is absent and no reason has been provided by 9.30am, the school will contact parents as part of the safeguarding procedure.

If no reason has been provided regarding a child's absence, further contact will be made with parents/carers requesting this information.

When a child is persistently late or absent without good reason, and the school's efforts to effect change have been unsuccessful, a referral may be made to our Education Welfare Officer for further action.

Schools attendance records are completed daily and stored electronically for future reference.

Attendance data will be collected and analysed to help identify patterns, set targets and inform pastoral and curriculum practices.

Parents/carers will be kept up to date regularly and fully informed of all concerns regarding attendance and punctuality.

Every effort will be made to resolve attendance problems by school, however parents should be aware that if a case is referred to the EWO they may be at risk of legal action under the Education Act 1996 Sec 444.