

Calverton Primary School



Attendance and Punctuality Policy

Person responsible for the policy	Attendance Lead
Date reviewed and shared with staff	Spring 2020
Date for next review with staff	Spring 2020
Date ratified by the Governing Board	Spring 2020
Date to be reviewed by the Governing Board	Spring 2023

Signed by Chair of Governors:

Signed by Head Teacher:

Aims:

At Calverton School we aim to maintain attendance levels above 95% in order that children gain the maximum educational benefit from time at school.

To achieve this we endeavour to facilitate regular attendance at school because:

- All children between 5 and 16 have the right to full time education.
- It is recognised that regular attendance and punctuality are key factors in raising levels of achievement.
- Positive attitudes towards attendance and punctuality enables pupils to maximise their opportunities, both at school and later in life.
- We believe in equal access to the curriculum for all pupils; irregular attendance may lead to disadvantages and inequality of access.
- Non-punctual, irregular attendance may lead to isolation from peers and unsettled behaviour.

Objectives:

To encourage regular attendance and good punctuality we will:

- Promote the importance of regular attendance to both pupils and parents through regular newsletters, the school website, parents' evening and as part of the mid-phase admission process.
- Inform parents of the procedures for absence arrangements and what constitutes unauthorised absence.
- Keep attendance registers accurately in order to track attendance and analyse areas of concern.
- Monitor attendance and follow up concerns at regular intervals.
- Develop good working relationships with Newham's Attendance Management Service (AMS)
- Acknowledge children whose attendance is good/excellent (98% to 100%) with certificates (Exceptions for children with on-going medical conditions will apply)

Procedures for Registration:

- School starts at 8.50am. Class doors are open for children to come in at 8.45am.
- Gates are locked between 8.55am and 9.05am by the Site Supervisor. Pupils arriving late after close of the morning register at 9.00am must report to the school office.
- Manual registers must be marked with a black marker and closed immediately after the 9.00am morning session and 1.10pm (KS1)/1.40pm (KS2) afternoon sessions.
- Electronic registers taken using Integris must be closed and submitted to the School Office immediately after the 9.00am morning session and 1.10pm (KS1)/1.40pm (KS2) afternoon sessions.
- The total number of children present for each session must be recorded on the whiteboard.
- If children arrive late, after the register is completed at 9.00am they should be sent by the class teacher to the office and marked late using the L code, by the office.
- If a pupil is not present when their name is called during registration and the reason is unknown they should be marked with an N code. They should be marked with an L code if they subsequently arrive in class before registration closes.
- Children who are regularly late after registration has closed will be subject to procedures outlined for persistent absentees and lateness.

Procedures for Lateness

- Pupils and parents **must** report to the school office when arriving after close of registration.
- A member of office staff will record the child's name, class, time of arrival, reason for lateness and if the child will require a school meal.
- The school's information system (INTEGRIS) will be updated with reasons for absence and lateness which will then be passed on to the Attendance Lead or Learning Mentors for follow up.
- When a child has been late on more than 5 occasions a letter will be sent home to alert parents that this has become a cause of concern for the school.
- In addition to a letter being sent the school may call to investigate the reasons for lateness.

Procedures for Absence

- Known absences should be reported to the School office as soon as possible. Messages can be left on the school's answer phone before 8.00am on the day of absence. Child's name, class and reason for absence must be provided and the school will respond as appropriate.
- Where office staff receive reasons for absence this must be recorded on the absence information form which is kept in the office.
- Where class teachers receive reasons for absence this must be recorded using Integris or by using the absence information sheet that accompanies the class register.
- Where an absence has not been reported parents will receive a phone call, text message or both.
- If the school is unable to make contact with the parent or the reason given for absence is unsatisfactory then a home visit may be conducted.
- Safeguarding procedures will be followed when concerns arise if there are no responses to calls, text messages or home visits.
- Failure to make contact with a parent or obtain a reason for absence on the day the absence occurs will result in an unauthorised absence.
- Parents of pupils who have eight or more unauthorised absences will be referred directly to Newham Schools Attendance Management Service through the Attendance Management Officer.
- Parents of pupils whose attendance is under 95% will be sent an initial letter of concern or invited to attend a parent surgery with an Attendance Management Officer from the borough.
- Should attendance levels continue to fall after the initial letter of concern or following a parent surgery, this may result in parents or carers being invited to attend an Attendance Panel Hearing.
- Where attendance remains a concern a referral may be made to Newham Primary Schools Attendance Management Service through the school's Attendance Management Officer.

Medical Evidence

- Medical evidence will be required where a period of illness continues for **more than** three days. Evidence may take the form of a GP appointment card, prescription or labels from medication being administered.
- Medical evidence may be required for any period of illness which falls either on the week before or after a school holiday. Evidence may take the form of a GP appointment card, prescription or labels from medication being administered.

Requests for Leave of Absence within Term Time

Calverton School has adopted the guidance from Newham's Attendance Management Service regarding leave of absence during term time.

- The school will not grant leave of absence during term time unless this is deemed an exceptional circumstance by the Head Teacher.
- If the school grants leave, it will be for the Head Teacher to determine the number of days a child can be away from school.
- Requests for term time leave must adhere to following criteria :
 - A written application should be made to the Head Teacher at least ten school days in advance of the first day of requested absence.
 - A dated return ticket or other relevant documentation (within the timescale allowed) should be produced to support the application i.e. prior to undertaking the visit.
 - The child concerned should have a good attendance record at or above the school's target of 95% attendance over the previous term and or academic year.

Penalty Notices

The school adopts and follows the London Borough of Newham's Code of Conduct for the Issuing of Penalty Notices. The Code of Conduct for the Issuing of Penalty Notices can be found on Newham's website.

Late Collection Procedures

- Children not collected from their classrooms by 3.25pm need to be escorted by the class teacher to the designated late collection area.
- The class teacher must record the child's full name on the late collection form together with the time they were taken there.

Staff on late collection duty will wait with the child until a parent/carer arrives to collect them. The time the child has been collected must be recorded. A record of who collected the child must also be made.

- If a child has not been collected by 3.35pm, staff on late collection duty or the office staff must contact parents/carers.
- Where a child has not been collected by 3.45pm and it has not been possible to contact the parent/carer the matter will be referred to a senior member of staff. They will then make the decision whether to contact social services or the police, if appropriate, and report the child as 'technically abandoned'. Parents will be contacted and told the whereabouts of their child.
- Late collections are closely monitored and a letter sent or phone call made to parents who have collected children late on 5 or more occasions. Calls to parents to follow up persistent late collection are made by the Attendance Lead or a member of SLT.

Late Collection from After School Clubs

Refer to Out of School Learning Policy.

Nursery

- Good attendance and punctuality for nursery children is encouraged and will be closely monitored at all times.
- Nursery places can be withdrawn when attendance levels drop below acceptable levels.

Roles and Responsibilities for Class Teacher

- The class teacher will ensure that the register is taken in compliance with registration procedures.
- In the absence of a class teacher other staff members taking the Register should adhere to the above procedures at all times.
- The class teacher must record all known reasons for absence via Integris or on the absence information form and attach all relevant paperwork such as letters from parents.
- The class teacher must supervise children between 3.15 and 3.25 and adhere to late collection procedures for those children who have not been collected.

Administration Officer/Staff

- The Administration Officer will ensure that any messages left on the school answer phone are reported to appropriate school staff.
- The Administration Officer will ensure that registers are recorded on Integris after each close of registration.
- The Administration Officer will ensure that Integris is updated to accurately reflect late arrivals and absences.

Office Manager

- The Office Manager will liaise regularly with the Attendance Lead on issues of attendance and punctuality and ensure that office staff are following procedures for recording absences and late arrivals.

Attendance Lead

- The Attendance Lead will take responsibility for strategic implementation, overview and review of the school Attendance and Punctuality Policy.
- The Attendance Lead will monitor and follow up issues of absence and lateness including first day absence calls, letters to parents where there are attendance concerns, home visits, meetings with parents, liaising with Senior Leadership and Management Teams, Teachers, Learning Mentors, outside agencies and staff representing Newham Schools Attendance Management Service.
- Liaise with Newham's Attendance Management Officer regarding attendance at Newham Attendance Panel Hearings and/or Court where appropriate.
- Oversee the issuing of Penalty Notices

Head Teacher

- The Head Teacher should ensure that all parents/carers are aware of and have access to the school's Attendance and Punctuality Policy.
- Liaise with the Attendance Lead to communicate information relating to attendance and punctuality to the Governing Board

Senior Leadership Team

- Members of the Senior Leadership Team may be required to attend attendance review meetings and attendance panel hearings
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The Governing Board

- The Governing Board will be responsible for reviewing and adopting the school's Attendance and Punctuality Policy.

Parent/Carers

- The parent/carers should ensure that their child or children attend school on time, every day. The parent/carers should inform the school of any known absences in line with the above procedures.