

CALSHOT PRIMARY SCHOOL

Attendance and Punctuality Policy



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

Aims and Targets

The Governing Body places high priority on achieving standards and feel that good pupil attendance and punctuality are essential. In order for all children to achieve their potential pupils must be highly motivated to learn, keen and eager to attend school. To achieve this, the Governors are committed to the school working in partnership with parents to raise awareness of our high expectations amongst parents and pupils concerning attendance.

We ensure that all children registered as attending this school (of statutory school age and also those below statutory age who attend the Nursery and Reception classes) receive their equitable and full entitlement to education.

Registration and Punctuality

Registration is completed electronically using E-Portal. This represents legal documentation and must be accurately completed and maintained. Class teachers are responsible for completing electronic registration each day classes are held. Teachers are to electronically submit their class attendance register to the School Office.

A member of the School Office staff updates the register when a child arrives late. If a child arrives before 9.30 a.m. the child will be recorded as arriving in school 'Late Before Registers Close'. After 9.30 a.m. a child will be recorded as 'Late' and it will be reported as an unauthorised absences for that morning session.

Members of staff are responsible for addressing the issue of lateness with individual children and will ask them why they are late.

A parent whose child continues to have a pattern of lateness will be referred to the Headteacher or Deputy Head Teacher so that the issue of lateness can be resolved.

Absence Returns

It is school policy that parents should communicate the reason for their child's absence to a member of staff in the School Office or to their child's class teacher. This can be in the form of a written note, a phone call or visiting the school to give a verbal message. Verbal messages concerning a child's absence are to be noted down in the 'illness book' and kept in the Office. It is insufficient for a teacher to accept a verbal reason from a child.

If a valid reason for absence is not available in an acceptable form then no code should be completed and the absence code remains as 'N.' Unexplained absences (unauthorised) are monitored by the Headteacher and the Deputy Head Teacher on a half termly basis.

Parental Involvement

Parents and carers have a legal responsibility to ensure that their child(ren) attend school or receive an appropriate education.

To help parents with this the school make clear the times for the beginning of each morning and afternoon session and the expectation regarding lateness and absence. Parents are also informed of school term dates and additional days when pupils are not required to attend school (e.g. teacher days).

When a child is not able to come to school a parent will notify the school to explain why. It is the responsibility of parents to ensure that their children are in school for the beginning of each school session - morning and afternoon.

If a child is taken out of school during school time i.e. for a medical appointment then parents should bring with them evidence to prove this (such as a medical appointment card). The parent must sign out any child that leaves school premises during school time.

Parents are informed promptly when the school has concerns regarding absence (below 90%). Persistent long term absence or a pattern of short term absences will be brought to the attention of the School Governor for Attendance, parents will then be asked to make an appointment to come to the school to explain the reason for their child's poor attendance record.

Long Term Absence

It is recognised that some parents may wish to take their children out of school for an extended period of time; school cannot condone such a long absence during term time as it takes children away from their education and so recorded as unauthorised.

The parent is to obtain a form entitled 'Leave Of Absence' if they wish to remove a child from school. The form should be completed and returned in order for the request to be considered. The application should be completed in good time before the child is removed from school or travel commences.

All applications are reviewed by the Headteacher and will be recorded as unauthorised unless a valid reason for the child being out of school is accepted such as a family funeral

Parents who do not follow the requirements stated above should not assume as a matter of course, that their child will still have a place at Calshot Primary School when they return from extended leave.

Attendance Data

The school's Management System (SIMS) is used for admission and registration data. This data is used to monitor absences and/or lateness of individual pupils so that appropriate action can be taken and parents informed.

Attendance data will be available to staff and the Governing Body.

Authorised and Unauthorised Absence.

"Authorised Absence" is the term used when the Headteacher accepts the reasons offered by a parent/carer that a child is to be, or has been, absent from school during term/class time. Such reasons include:

- Medical appointments
- Sickness
- Days of religious observance (up to two per year)

"Unauthorised Absence" is ascribed to absence where a parent/carer has not followed school policy or the reasons for the absence of a child cannot be properly established.

Follow-up to Absences

The Headteacher or Deputy Head Teacher will monitor all children's attendance records and respond by contacting a parent in the following situations:

- an unexplained absence of more than one week when the child has still not returned to school and where we have been unable to make contact through daily telephone calls
- absences totalling over 10% each half term

In the first instance the Headteacher or Deputy Head Teacher will note and record the explanation given by the parent/carer in answer to any enquiry. If still not satisfied

with the explanation received from the parent/carer, or if the parent/carer does not respond to such enquiries, the school will escalate the concerns inline with the Birmingham Fast-Track on Attendance scheme.

If a child does not return and all attempts are made and fail to communicate with the child's parents then the Children Missing from Education (CME) team will be contacted for advice.

Good Attendance

In order to encourage children to attend school on a regular basis and reward those who have a good attendance record, all pupils with an attendance record of 99% and 100% for each term will receive a certificate.

The pupils that successfully attend school on time and every day for a week will be entered into a school attendance raffle. The raffle will be drawn each half term and the winner will receive a prize i.e. a bike.

Safeguarding

If a pupil is female and from a Female Genital Mutilation (FGM) practicing or affected community then the Headteacher will use direct questioning to ascertain whether "cutting" of the girl will be undertaken during any extended leave. The Headteacher will then take the information from this meeting and make a decision on whether to make a child protection referral or contact the Police directly.

If the Headteacher is concerned that a child being taken out of school for extended leave feels that it may be linked to radicalisation then the Headteacher will use direct questioning to identify the potential harm the extended leave would cause. The Headteacher will then take the information from this meeting and make a decision on whether to make a child protection referral or contact the Police directly.

As a school we are committed to the safeguarding the welfare of all our pupils therefore we will monitor and promote maximum attendance, by each child, as an aspect of child protection.

**This policy was ratified by the 'Health, Safety and Welfare Committee' on
Thursday 14th November 2019**

