



## **Attendance, Registration and Punctuality Policy**

The staff and governors of Poplar Farm Primary School regard good attendance and punctuality as a high priority. We are committed to a whole school approach to attendance and punctuality. Our aim is to ensure our school works in partnership with parents, our local community, the Community Inclusive Trust and the Local Authority to support and promote good attendance and punctuality.

To achieve these aims the school will:

- Offer a safe and supportive environment, which welcomes children regardless of race, gender or ability.
- Establish clear and effective procedures for administration.
- Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality.
- Comply with legal requirements.
- Ensure any child presenting poor levels of attendance and punctuality are noted, monitored and appropriate action is taken.
- Have systems in place offering rewards and incentives for regular attendance and punctuality.
- Keep parents/carers informed about their child's attendance through established procedures.
- Support governors in taking an active role in promoting good attendance and governors.
- Work in partnerships with parents/carers, the Education Welfare Service, Social Care and other outside agencies.

### Expectations

The school expects its pupils to:

- To attend regularly and on time.
- To be prepared adequately for the school day.
- To comply with the school policies and procedures. The school expects its parents/carers:
- To encourage their children to attend school every day, on time.
- To contact the school on the first day of absence.
- To arrange holidays and medical appointments outside school hours.
- To regularly update emergency contact details.

It is the Parents'/Carers' responsibility to inform the school of a pupil's absence. Persistent failure to do so may be regarded as a safeguarding issue and advice sought from external agencies.

### Registration

The school uses an electronic (computerised) system of registration. The register is a legal document and as such can be used in a court of law (to establish a pupil's attendance or absence at a particular time on a precise day). The registers are marked at the beginning of each session, morning and afternoon. Registers are marked in the first 10 minutes of the start of the school day. Registers are to be submitted to the office by 9.10am.

Pupils arriving after the start of the school day must enter the school via the main entrance at the front of the building where they will be met by the Admin Staff. They will record the pupil's name, time of arrival and reason for lateness. It is vital that any pupil arriving late is signed in, in order to comply with Health and Safety procedures. Pupils arriving after 9:10am will be marked with a late (L) mark.

The registers are closed at 9.30am. Any pupils arriving after this time will be regarded as absent for the full morning session even though they are present in school. This will be coded as an unauthorised absence (U) in the register unless other agreements have been made in a meeting with the Headteacher.

Registration will be taken again at the beginning of the afternoon session. Staggered lunches mean that Parents/Carers will be informed of the time at which their pupil(s) is expected to be back at school. Should the child arrive after this time then they will be recorded as late (L).

We all have a responsibility to encourage punctuality. It is important that every child arrives at school on time as Literacy and Numeracy are taught at the beginning of the school day and are fundamental to a pupil's educational needs.

### Authorised Absence

Absence may be authorised for the following reasons:

- Sickness
- Religious Observance in accordance with National/Local Authority guidelines.
- Medical or Dental appointments which cannot be arranged outside of school hours. Where possible parents/carers should try to arrange these appointments for out of school hours.
- Special circumstances (authorised by the Headteacher in line with NAHT guidance)
- Permanent or fixed term exclusions.
- Since the 1st September 2013, the law has given no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Head of School's would not be expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.

#### Unauthorised Absences

Absences may be recorded as unauthorised for the following reasons:

- Truancy – a pupil is away from school without authority from the Head of School. This includes parentally condoned absences.
- Late after registration is closed (unless the pupil or parent provides a legitimate reason or evidence for the absence.)
- Any absence which the school has not been informed about, either by letter or telephone.
- Staying at home to look after siblings or sick relatives.
- Going shopping, airport, time off for a birthday, meeting relatives or having hair cut etc.
- Any family holiday that has not been authorised by the Head of School.

#### Patterns of Absence

First day of absence:

If a child is absent from school the parent/carer should state the child's name, class and reason for their absence. Messages can be left on the school answer machine. If a parent/carer does not inform the school Admin staff will ring the parental home on the first day of absence, send a text message or undertake a home visit to ascertain why the child is absent.

**Strategies for persistent absentees:**

### Escalation of Intervention

#### **If a pupil's attendance falls below 95% (Green Stage)**

- The senior member of staff responsible for attendance will consider the reasons for lateness. Periods of proven/non-contested illness will be discounted within the percentage and then the following will happen:
- The senior member of staff responsible for attendance will call the Parents/Carers to discuss the issue and explain that the attendance level will be monitored for 4 weeks.
- Were their illness is affecting attendance sporadically or the same illness is recurring the Parents/Carers will be advised that:
  - A letter from a medical professional confirming the illness is needed
  - The school nurse will be invited to school to discuss the illness. The school nurse is able to check that appointments have been made and attended. The school nurse is also able to confirm the information given by Parents/Carers when medical professionals have been involved.

#### **If a pupils attendance falls below 90% (Amber Stage)**

- A letter will be sent home to the parents and they will be invited into school to discuss their child's attendance with the senior member of staff responsible for attendance. (Attendance awareness 2).
- Should the school deem it necessary then the Education Welfare Officer will be informed.
- Targets will be set to improve the attendance and the attendance will be monitored over a two week period and then for a further 4 week period to ensure that it is maintained.
- An attendance contract will be agreed with both the parent and pupil.

#### **If a pupils attendance falls below 85% (Red Stage)**

- Parents will be invited into school to ensure that they understand the significance of such poor attendance.
- An action plan will be set up.
- A school attendance contract and support plan will be incorporated and the possibility of a Penalty Notice will be discussed.
- Outside agencies may be involved – EWO, Social Services, Homestart etc.
- Further absences may only be authorised if evidence is provided.

### The School's Approach to Promoting Good Attendance and Punctuality

## Poplar Farm School **Attendance, Registration and Punctuality Policy**

- Best class weekly attendance for Key Stage 1 and 2 – to be shown in assembly each Friday.
- The winning class at the end of each half term will receive a reward (half a day) to be negotiated with the class teacher
- At the end of every term, every child achieving 100% receives a certificate and their name read out in assembly. The children also receive an additional activity/reward.
- Attendance for each class is displayed on the school visual display equipment throughout the week.

**Date Published: March 2018**

**All policies are currently being ratified as appropriate by The Local Governing Body**

