



Whole School Attendance and Punctuality Policy 2017-18

We, at Camelot, strive for excellence and enjoyment in education by providing a safe, secure, caring family environment, where all are valued and respected as individuals.

Regular and punctual attendance is an essential prerequisite to effective learning. At Camelot Primary School, we aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality. Education provides a means of advancement for all young people.

To these ends, we will do all we can to ensure that all children attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Attending school is a habit and it helps children if they build the habit from the start. Arriving in school punctually and attending every day is as important in the Nursery as it is in Year 6. **Irregular attendance undermines the educational process and can lead to educational disadvantage affecting future choices and opportunities.** When children are away from school they miss what is being taught. They lose out on friendships because relationships are constantly being formed while they are away. If a child is away without good reason, they get a message that school is not as important as other things and this strongly affects the attitude they have to their schoolwork. It places children at risk and in some cases it can result in children being drawn into patterns of anti-social or criminal behaviour.

Lateness disrupts the whole class or assembly, and can be upsetting for some children (the latecomer and peers). When a child is in school on time s/he is part of the class from the beginning of the session and hears the information about the day.

The publication of schools' attendance levels is increasingly becoming a significant indicator of a school's performance. It is accepted that the regular attendance of children is closely related to raising achievement, and this underlines the importance of improving attendance rates in school.

Our school attendance target 2017-18 is 97%.

As parents/carers, Headteacher, teachers, administrative staff, governors, and Local Authority (LA) staff, we **all** have a role, and share legal responsibilities, in promoting and ensuring regular attendance and punctuality of all our children in Camelot Primary School.

Definitions

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Term Time Leave

- The School expects family holidays to be taken out of school term times. All such absences in term time are deemed as 'Unauthorised Absences'
- Requests for term time leave for family matters and holidays must be made prior to making any travel and accommodation bookings. Parents/carers must complete a request form, available from the school office. The school will then make a decision on each case. As stated above, holidays during term time will not be authorised.
- The Deputy Head for Inclusion and EWO, liaising regularly with the Administration Officer responsible for Attendance, when possible will meet with the parent/carer involved before such absence. Records of travel arrangements showing proof of outward and return journeys (dates etc) **MUST** be submitted to the Administration Officer responsible for Attendance, who provides the parent/carer with a letter explaining the procedure.
- If parents/carers take their children on holidays during term time, they will be referred to Southwark Early Help Service for issue of a Fixed Penalty Fine of £60. If this happens a second time, the local authority will take the parents/carers to court for breaking the Education Act.
- The Deputy Head for Inclusion and administration staff will write to the parents warning them of the FIXED PENALTY NOTICE (FPN) procedures. For illnesses either side of a school holiday period – the school expects medical evidence, otherwise the case will be referred to the EWO for issue of a fixed penalty notice.
- The Deputy Head for Inclusion records all holiday term time absences. The EWO is informed. In the case of absences exceeding twenty school days, the child/children will be off-rolled, after liaising with the parent/carer and Early Help. In certain cases, the family will be referred to Early Help by the Deputy Head for Inclusion.

Exceptional Circumstances

The Headteacher will consider authorisation for requests for children to attend family funerals. The school requires evidence, such as death certificates before granting such requests. Consideration of other requests would be in exceptional circumstances only and the child's record of attendance over the past years would be taken into account when deciding on permission being granted.

The Governing Body is responsible for:

- Ensuring that registers are properly kept;
- Submittance of regular returns of attendance figures to the LA;
- Asking the Headteacher for an annual report on attendance;
- Providing a framework for in-service training of governors on attendance-related matters.

The Headteacher is responsible for:

(This varies due to responsibility for attendance/pastoral care that is the day to day responsibility of the Deputy Head)

- Overseeing the implementation of Attendance Policy and procedures;
- Ensuring the collection of accurate statistical data;
- Development of efficient monitoring and evaluation systems;
- Forming positive links with outside agencies such as EWO / Social Services;
- Referral of appropriate children to the EWO;
- Reporting back to the Governing Body and the Behaviour Strategy Panel on matters of attendance / punctuality.
- Making decisions regarding exceptional circumstances for term time leave

Expectations

Parents/Carers

We expect all parents/carers to support the school in its aim to raise the achievement of their children through full attendance and excellent punctuality at school. Parents/Carers have a legal responsibility for making sure that their child/children attend(s) school regularly and on time;

We expect parents/carers to:

- Ensure their children/child arrive(s) on time at school for 9am start (Reception to Year 6). Nursery opens at 8.45am. Entry for Nursery in through the Bird in Bush Road entrance.

The Fire Gates are closed at 9.00a.m. If a parent/carer is later than 9.00a.m., they enter the school via the front door, where the name of their child is recorded as 'Late' and a reason for lateness needs to be provided to the staff member on duty. Lateness is monitored and a letter is sent home if this continues to happen

- Ensure that their child attends school regularly.
- Contact the school on the first day of absence. Parents/carers are asked to let the school know the reason for any absence from school by telephoning the school, calling in to the office or telling the teacher. A child may be absenting her/himself from school without the parents'/carers' permission. If parents/carers get notification of absence or poor punctuality but do not think their child should have been absent or late, the school should be told as soon as possible so that the matter can be picked up quickly. A weekly update is required for absences of over one week, which may be due to sickness or 'other circumstances';
- Ensure the child has the necessary equipment, eg. P.E/swimming kit, reading folder/glasses etc. for the school day
- Pick up their child promptly at 3.30pm. At 3.40 p.m., the child must go with an adult to register their name on the Late Register (after school), in the library. A Lateness Record of children's names is kept and a fine system is in place.
- If a child has been left at school beyond 3.40 p.m., the school makes every effort to contact parents/carers. If contact cannot be made with parents/carers, and there is no secondary/emergency back-up, Social Services/Police will be contacted. The school will consider referral to Social Services if a child has been regularly left at the end of the school day. Governors of the school are informed.
- Ensure that the school is promptly informed when there is a change of address and/or contact telephone numbers (mobile/landline)
- Provide the school with an additional telephone contact number in case the school needs to contact a child's parents/carers in the case of an emergency.

Expectations of the Children

We expect that each child will:

- Attend school regularly;
- Arrive on time and appropriately prepared for the day;
- Tell a member of staff about any problem which is making it hard for them to attend school regularly and/or to be punctual.

Expectations of the School

*The school is expected to (as detailed in **Registration Procedures**, below):*

- Keep efficient and accurate registration of children. **Please refer to section on ‘Responsibility of the class teacher’ and ‘Registration Procedures’;**
- Make immediate, first day of absence contact with a parent/carer if a child fails to attend without an explanation (Unauthorised Absence). **Please refer to section on ‘Registration Procedures’;**
- provide regular reports on the school’s attendance statistics to outside agencies such as the Early Help Service, OFSTED, DfE etc.;
- promote positive attendance and punctuality;
- Work with the Early Help Service /EWO on all issues of Attendance and Punctuality.
- Refer using the Common Assessment Framework [CAF] to the EWO if there is persistent non-attendance, if no further contact can be made by the School or there is no response from the parents/carers. The Deputy writes the referral/CAF and sends it to the Link EWO.
- Hold Team Around the Child [TAC]/Team Around the Family [TAF], multi-disciplinary meetings, when appropriate and necessary, to improve a child’s attendance/punctuality, in particular when older siblings are attending secondary school etc.
- Provide Registers and records of previous registration to the EWO for termly Register Inspections.
- The Deputy for Inclusion speaks weekly and meets regularly with the Link Education Welfare Officer.

Responsibilities

Class teacher

- Accurate keeping of the electronic class Register, completed before 9.10am and at the start of the first afternoon lesson
- Communicate with Administrative Officers, the Deputy Head [and SENCo if necessary] regarding individual messages about absence, lateness and/or possible change of address, school etc, that has been communicated to them by parents/carers, to ensure prompt recording;
- Positively promote good attendance and punctuality within the classroom, with regard to the School’s Attendance and Punctuality Policy;
- Make positive links with parents/carers to work together to create a positive school life
- Use the school policy with regard to absence and punctuality in triggering letters to be sent by the administrative support.

School Administrative Officers

- Receive telephone communication from parents/carers, record information in registers and communicate to teaching staff in matters of consideration of authorisation;
- If a parent/carer fails to contact the school on the first day of absence, the school will contact them by phone or letter.
- Reasons for absences must be recorded electronically on each child's register, authorising the absences or not. Reasons must be specified, e.g. type of illness (not 'unwell' or 'sick') by administrative staff.
- Make a record of late arrivals and send out standard letters on Unauthorised Absence and Lateness. Class teachers (support staff, if they complete the electronic register) may inform administrative staff of issues about children's attendance each morning;
- follow up absence on the first day, by telephone;
- assist the Headteacher and Leadership Team in collection of data;
- refer the names of persistent latecomers and poor school attenders to the Deputy Head for Inclusion;
- assist in 'on and off rolling' procedures in liaison with the Deputy Head for Inclusion;
- assist in casual admissions;
- complete totals of Authorised and Unauthorised Absences and make a record of attendance statistics

Registration Procedures

- Registers are taken electronically twice a day in class, at 9.00 a.m. and at the start of the first afternoon lesson. Morning registration closes at 9.10 a.m. Any child arriving after class registration time is marked 'late'. If a child arrives between 9.00 and 9.10, they will be marked present, and a note of the time of their arrival will be noted in the register. If any child arrives late s/he must report to the office so that a member of the administrative staff/support staff team can record a lateness mark by the child's name. The time of the child's arrival in the school office is recorded in the register. If the child arrives with their parent, with a valid reason, such as lateness due to a medical appointment, usually the lateness will be authorised (with evidence) In other situations, the lateness becomes 'Unauthorised' this will affect the child's overall attendance. Should punctuality continue to be a problem, an appointment is arranged to meet with the Deputy Head, followed by referral to the EWO. If a child arrives after 9.30, this is recorded as an unauthorised absence, and a note of the time of their arrival is recorded on the register.
- Persistent Unauthorised lateness may constitute grounds for prosecution.
- Every child must have the appropriate electronic mark by his/her name.
- Following first day of absence contact, a letter will be sent home requesting a response and reason for absence from the child's parent/carer.
- The electronic registers will be checked by the school administrative officers on a daily basis in order to carry out first day contact procedure, carry out other registration checks and ensure correct recording in registers. The Deputy Head for Inclusion will advise teachers of procedure when necessary

Where there is persistent non-attendance that is authorised through sickness, and this is affecting a child's progress in any way, a parent/carer will be requested to seek further medical advice and possibly medical certificates for the child. The school may arrange for a school health check with the permission of the parent/carer.

Promoting Good Attendance

We will encourage good attendance and punctuality by:

- Accurately completing electronic attendance registers at the beginning of each session and following up previous absences, reminding children regularly to bring in notes about absences, from parents/carers;
- Following up absence on the first day;
- Undertaking attendance checks at appropriate times;
- Recording attendance and punctuality on Annual Reports to Parents/Carers;
- Celebrating the classes with the highest attendance/punctuality of the week by presenting them with a certificate in assembly
- Publicly rewarding 100% Attendance once a term and 100% Punctuality each half term, for individual children and over the course of the whole school year, by the presentation of certificates in class and in assemblies;
- Providing parents/carers with attendance figures;
- Promoting good practice in Attendance and Punctuality regularly on the Parents'/Carers' Newsletter.

Review

This policy will be subject to review annually, subject to changes in local and national policy.