



St. Mary's Church of England VC Infant School

'Sharing, Caring, Learning and Loving with God'

ST MARY'S INFANT SCHOOL

Detailed Attendance and Punctuality Policy

Policy Review:

This Policy will be reviewed by the staff & Governing Body every 2 years.

Reviewed	March 2019
Next Review	March 2021

St Mary's Infant School

Attendance and Punctuality Policy

At St Mary's Infant School, we want the whole school community - governors, staff, parents, carers and children to be committed to high standards of attendance and punctuality.

Good attendance helps the children to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Statutory Framework

Under section 700 of the Education Act 1996, a pupil is required to attend regularly at the school where she/he is a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone call from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised (see below).

Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations that the policy makes of them.

The expectations for school include:

- St Mary's Infant School will provide a safe learning environment
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- The school will follow up all instances of poor attendance and punctuality

The expectations for parents/carers include:

- Parents/carers are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- Parents will inform the school on the first day of absence, of the reason for their child's absence from school
- Parents will maintain regular communication with school staff where necessary
- Parents will ensure that the school is informed of any changes to contact details

The expectations for pupils include:

- Pupils are expected to be ready to learn
- Pupils will be taught the importance of regular and punctual attendance

Doors Open

- The classroom doors open from 8.50 am and all children need to be in class by 9.00am
- School finishes at 3.10pm

Registration

- Registers are called at 9.00am and 1.15pm. Registers close at 9.10am and 1.20pm and are marked consistently by staff. □ Any pupil arriving after closure will be marked absent for the whole of the session

Lateness

- Any pupil arriving after 9.00am should report to the school office
- Parents/carers should sign the Late Arrivals book
- Staff will transfer late arrivals to the registers
- Staff will be made aware of any late arrivals by office staff

Following up Lateness

- Parents/carers whose children are regularly late for school will be contacted by a member of staff who will work with parents to bring about an improvement in punctuality
- Persistent lateness will also be brought to the attention of the Attendance Improvement Officer

Absences

- Notification must be provided for all absences from school
- Absences are authorised by the headteacher
- School may decide not to authorise an absence even when a reason is provided
- Absence from school will be authorised if it is for the following reasons: a. sickness b. unavoidable medical/dental appointments c. days of religious observance d. exceptional family circumstances, such as bereavement e. leave agreed by the headteacher
- Absence will not be authorised for: a. Shopping b. Looking after brothers or sisters or unwell parents c. Birthdays d. Holidays in term time except in very exceptional circumstances
- If there is any doubt about whether an absence should be authorised the headteacher makes the final decision

Leaving and returning to school during the school day

- When pupils leave or return to the school during the school day, office staff must be notified
- Parents need to sign their child out and sign them back in if they return to school that day
- In event of a fire the office staff will check the late arrivals/early leavers books

Term Time Holidays (in line with local agreement)

- Parents are strongly urged to avoid booking family holidays in term time. Parents do not have the right to take their child out of school for such holidays. Holidays will only be authorised in very exceptional circumstances.
- A record is kept of parents/carers requesting term time holidays

Monitoring:

Absence and punctuality are monitored half termly by the Head teacher, Office staff and the Deputy Head in her role as Attendance Champion. The Hertfordshire Attendance Improvement Officer visits school termly

Letters will be sent home to parents when the school has concerns over periods of absence (see appendix 1)

If attendance does not improve parents may be asked to provide evidence of any medical condition and/or invited to a meeting to discuss any exceptional circumstances.

Parents are given a copy of their child's attendance report at parents' evenings

Registers are made available for inspection by the Attendance Improvement Officer to analysis absence data and advise school on appropriate actions

The school follows County guidelines if it has concerns that a child is missing from Education

Publication of Information

- The Attendance policy is available to parents/carers on the school's website with hard copies available from the office.
- St Mary's Infant School shares information on individual pupils' attendance as necessary with parents/carers and staff
- The school works closely with the Attendance Improvement Officer to monitor attendance and punctuality

- The headteacher reports regularly to Governors on attendance and punctuality
- The headteacher ensures that the termly attendance data is provided to the DfE.

School initiatives - Rewards and treats were discussed at School Council

- 100% attendance stickers given out at the end of each week.
- A high profile is given to attendance in the Friday achievement assembly.
- A cup is given out weekly to the class with the highest % of attendance. The %s are displayed in the hall.
- Weekly class attendance %s are displayed in each classroom window.
- Class attendance shown on weekly e newsletter.
- The class with the highest attendance % for each half-term has a treat on the last day. What this is, is discussed in class.
- Attendance certificates are given out each half-term, gold, silver and bronze.
- Each half-term a raffle is held to win a prize (a book). Any child with 96%+ attendance is included in the draw.
- 100% attendance awards given out to relevant children at the end of the year.
- Promote aspirational thinking - in class activities to link school attendance with aspirational thinking- what do you want to get better at? What do you want to be when you grow up?

January 2017

Appendix 1



St. Mary's Church of England VC Infant School

'Sharing, caring, learning and loving with God'

St Mary's Way, Baldock, Herts, SG7 6HY

Telephone: 01462 892347

Fax: 01462 892896

E-mail: admin@stmarysinfants.herts.sch.uk

www.stmarysinfants.herts.sch.uk

Headteacher: Mrs Claire Gunn BA (Ed)

Deputy Head: Mrs Bev Waldwyn B.Ed

Date

Dear Parent/Carer

Our records show that since the beginning of this academic year **«chosen_forename»**'s attendance has been **«percentage_attendance»**%. This level of attendance is below the school's minimum target attendance of 96% and that suggested in directives by the Attendance Improvement Officer (AIO)

As you are aware, good levels of attendance are vital in the academic and social development of the children. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence.

If you would like any support or advice regarding attendance, please come and speak to myself, the class teacher or request a meeting with the AIO.

We would appreciate your support to make sure **«chosen_forename»**'s attendance improves. We will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation.

Mrs B Waldwyn Attendance Champion and Deputy Head

Appendix 2



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As you have already been sent a letter highlighting this point to you and attendance has not improved, I am requesting that you come in to school to speak to me on this matter on and we can discuss ways in which to support you with this matter.

Thank you for your cooperation.

Mrs C Gunn Head teacher

