

Attendance and Punctuality Policy

Reviewed: 2019 Summer
Next Review: 2020 Summer

1 Introduction

This policy is a statement of the aims, principles and strategies for attendance at Windrush Primary School.

Legislative requirements and LEA guidelines have been taken into consideration in the formulation of this policy

2 Purpose of the Policy

To provide guidance to teachers so that the requirements for recording attendance are met.

To provide for the management of pupils whose attendance gives cause for concern.

To provide guidance on procedures for noting pupils who are absent and initiating the appropriate follow-up procedures.

To identify the role of the Attendance Advisory Officer (AAO).

To keep parents informed of their responsibilities and of the legal requirement for them to ensure that their children regularly attend school.

3 Aims

To maintain and promote good attendance and punctuality.

4 Register

The register is a legal document and must be completed at the beginning of each morning and afternoon session.

5 Reporting Absences

It is the responsibility of parents to inform the school of the reason for any absence by the absence option via Parentmail or telephone on the first day of absence.

When a message is received by telephone or Parentmail the School Office will enter the reason given onto the computerized system (Sims).

6 Authorised Absences

Under the Education Act 1993 only the School and not the parents can authorize absence.

A pupil is considered to have an authorised absence when he/she is unable to attend school due to:

- He/she is ill
- An unavoidable cause
- A religious observance
- He/she is receiving treatment at a medical, dental or similar appointment
- A bereavement
- An exceptional circumstance negotiated with the Headteacher.

7 Unauthorised Absences

Unauthorised absences are absences which do not fit the description of authorised absence given in the last section whether or not it is explained and all absences, which are not explained. They would include;

- Holidays – please see below
- Shopping Trips

- Looking after the House
- Looking after brothers and/or sisters
- Photographic modelling sessions
- Parent is unwell and cannot bring to School

8 Holidays in Term time

As of 1st September 2013 there has been a change to The Education (Pupil Registration) Regulations Act 2006. Headteacher's may no longer grant a 'Leave of Absence' in term time unless there are exceptional circumstances.

Therefore any such absences not deemed as exceptional circumstances will be unauthorised. Should a child be absent for a continuous period of 20 school days, that child's name will be removed from the school roll.

9 Lateness

A child is considered late if he/she is not present at the time the registers are closed. These times are as follows;

Thamesmead Pupils:

Mornings

9.05am

Afternoons

1.25pm

Charlton Pupils:

Mornings

8:50am (Rec/KS1)

9:05am (KS2)

Afternoons

1.25pm

10 Monitoring procedure

The School Office will meet an officer from the Attendance Advisory Service to discuss absences on a fortnightly basis looking for:

- Persistent absence/lateness
- Unexplained absences
- Patterns of absences

It is also the responsibility of the class teachers to raise concerns regarding absences. These concerns should in the first instance be raised by the class teacher with the Parent/Carer of the child. Any concerns can also be raised at the weekly business meetings.

Where appropriate Donna Corrigan will make a referral to the Attendance Advisory Service.

11 Late Collection

There may be occasion when children are picked up late due to unforeseen circumstances- e.g medical emergency, transport issues. The school is prepared to keep children in the school office for up to 20 minutes provided parents have notified the school that they are going to be late. Parents need to ensure as much as possible they are on time to pick up their children as constant lateness in collection will be seen as neglect and as a last resort the school would refer the parent to social services.

If a child is late being picked up, the class teacher or teaching assistant will bring the child to the school office. If the parent has called to inform us the office will let the child know why their parents are late. However if no phone call has been made we will wait until 3.25pm before calling the parents. If we cannot contact the parents we will call the emergency contact numbers. If we have made no contact with any parent by 4.00pm we would call the duty social worker at Greenwich Social Services to inform them of the possibility of a left child.

The Head will speak with any parents who are consistently late and inform them of the school procedures to contact social services.

Nursery

If a Nursery child is not picked up either at 11.30 or 3.30pm the Nursery staff will contact the parents after 10 mins from the time of pick up has elapsed. If no one has picked up after 20 mins the child is brought to the main school office where a member of Nursery staff will remain with them. Should we be unable to make contact after 45 mins the duty social worker will be informed.