



## **Hackleton CEVA Primary School Attendance and Punctuality Policy**

### **Aims**

- Hackleton CEVA Primary School aims to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality;
- Hackleton CEVA Primary School sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents/carers to ensure the highest possible levels;
- Hackleton CEVA Primary School aims to achieve excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them.

### **Rights and Responsibilities**

Improving and maintaining a high level of attendance at Hackleton CEVA Primary School is the responsibility of everyone in the school community, i.e. pupils, parents/carers, governors and all staff. There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

### **Parents /Carers**

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Parents should ensure that, if their child is to be absent from school for any unavoidable reason such as illness, they should contact the school on the first morning of absence before 9.30am and on each subsequent day that the pupil is not in school. This may be done by phone, email or in person. Only the Headteacher can authorise absence on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason; the school will record such absences as unauthorised. In some cases, this may be retrospective and authorisation may be withdrawn should circumstances arise leading the school to decide that the reason given was not truthful. If this occurs, this will be discussed with the parent.
- Parents should ensure that their child arrives on time for the start of registration (8.55 a.m.). Children arriving after 9.05 a.m. should report to the school office.
- Parents should avoid booking family holidays during term-time. Such holidays will not be authorised.
- Parents should avoid making medical/dental appointments during school hours.

### **School responsibilities:**

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress and personal wellbeing.
- Registers will be taken twice daily (at 8.55am and 1.15pm). Any child arriving after the close of the registration period will be recorded as "late" for that session. If a pupil arrives after 9.30am they will be registered as an unauthorised absence unless an appropriate explanation is received.
- Teachers will complete registers in accordance with guidance given by the Headteacher. The Headteacher will inspect registers weekly in order to ensure that they are being satisfactorily maintained and to identify any potential attendance problems at an early stage.
- Should a class teacher have any concerns about a child's attendance and punctuality, the Headteacher must be informed before the pupil becomes a persistent absentee.
- Should a child be absent, the class teacher will enter the appropriate code in the register. Should no explanation have been received, the class teacher will inform staff in the office or the Headteacher, who will endeavour to make contact with the parent. If no explanation is received within two weeks of the absence, the absence will be marked as unauthorised.
- All absence notes from parents should be dated and initialled by the class teacher and returned to the office, where they will be stored. Only notes regarding absences where there are concerns need be brought to the attention of the Headteacher, who may then choose to speak to the parents.
- Hackleton CEVA Primary School will employ a number of strategies to promote regular attendance, including: publishing clear attendance information in the school's prospectus; appropriate personal encouragement for particular children; the publication of attendance data in the weekly newsletter; termly and annual certificates.

### **Governors' Responsibilities**

- It is the *Governors'* legal responsibility to monitor and evaluate attendance at the school. Attendance figures are presented to the *Governing Body* on a termly basis.

### **Absences During Term Time**

Any absence during term time should be avoided as this can have a damaging effect on a pupil's education and overall achievement. There are two main categories of absences:

- *Authorised absence* - when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- *Unauthorised absence* - when the school has not received a reason for absence or has not approved a pupil's absence from school after a request for leave of absence.

It is recognised that there may be exceptional reasons that may justify authorisation of absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are **exceptional circumstances** relating to the application.

Parents, guardians and carers must make an application in advance. An absence request form is available from the school office. Leave of absence will only be granted where the headteacher considers it is due to 'exceptional circumstances' and parents or carers will be informed of the decision within 7 days.

Failure to apply for leave will automatically result in the leave **NOT** being authorised.

Leave of absence taken without authorisation may be referred to the Education Entitlement Service at Northampton County Council. This could lead to a Fixed Penalty Notice being issued (each parent receives a penalty notice for each child taken on leave from school) or prosecution according to section 444 (1) or (1A) of 1996 Education Act.

### **Absence, Expectations and Follow-up**

The school reviews attendance termly. If a child's attendance for the term falls below 91% a letter will be sent to parents. Where high levels or patterns of absence are the result of recurring and frequent illness, the school reserves the right to request medical evidence from parents.

### **Punctuality**

Children who are consistently late are disrupting not only their own education but also that of other children. Missing the start of the day can mean a child does not receive vital information to start their learning and important news for the day. It can also disrupt lessons for others and be embarrassing for the child. Good time keeping is a vital life skill which helps children as they progress through their school life and out into the wider world.

Letters will be sent to parents/carers where children seem to be developing patterns of lateness. If lateness persists, parents /carers will be invited to attend the school and discuss the problem.

### **Collection from School during the school day**

If a child is collected by a parent or other approved adult, between the hours of 9.00am and 3.15pm then the adult should report to the school office so that the child can be collected from their class.

## **Adverse Weather and School Closure**

The Headteacher will keep the school open during severe weather whenever reasonably practicable. The school will only close when there are serious concerns for the safety of the children or staff.

The decision whether to authorise pupil absence due to inclement weather rests with the Headteacher and the appropriate coding will be used in the register in such circumstances. The governing body has made the decision that absence due to bad weather will not be authorised for children living in the immediate vicinity of the school if the school is open, staff will have travelled in and it has therefore been deemed safe to do so. For children who live further away, each case will be considered on an individual basis.

The Governing Body approved this policy on: 18<sup>th</sup> November 2015

Signed

Headteacher

Chair of Governors