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**‘Turning your ear to wisdom and applying your heart to understanding’. Proverbs 2:2**

## **Attendance and Punctuality Policy**

<b>Action</b>	<b>Policy to be reviewed as required and at least annually</b>		
	<b>Owner</b>	<b>Date</b>	<b>Completed</b>
Updated	Sally Bouwman	January 2020	✓
Next Review	Sally Bouwman	January 2021	
Approved			

ST. STEPHEN'S C.E. PRIMARY SCHOOL  
Uxbridge Road, Shepherds Bush, London W12 8LH

### Introduction

The purpose of this policy is:

- To ensure the attendance and punctuality of all children at St. Stephen's CE Primary school
- To make explicit the ways in which attendance and punctuality are monitored in the school and by whom
- To explain how unacceptable levels of unauthorised absence and/or lateness will be addressed

The vast majority of children regularly attend school and arrive promptly. However, there are a proportion of pupils who need support to improve their attendance and/or punctuality. Children who do not attend regularly miss a tremendous amount of education, which can be difficult to make up. Lateness to class is disruptive both to the late arriving child and to their peers.

### The intended outcome of monitoring attendance is:

- That all children attend school regularly and for at least 97% of the academic year.
- That all absences are authorised.
- That parents/carers notify the school on the first day of their child's absence.
- That all children arrive promptly at school every day in the playground, ready for the bell at 8.55am.

### Absences

Every half-day absence from school has to be recorded by staff as either **Authorised** or **Unauthorised**. This is why information about the cause of each absence is always required.

- **Authorised absences** are mornings or afternoons away from school for a good reason, such as illness.
- **Unauthorised absences** are those which the staff at school do not consider reasonable or for which no 'leave' has been given. Family holidays for example, should not be taken during term time.

Very exceptional circumstances for leave during term time will be directed to the head teacher for consideration. Parents/carers should outline reasons for requesting the leave of absence in writing.

It is not possible for the school to authorise absences for shopping, birthdays, day trips etc. Leave may however be granted in an emergency or genuine pastoral reasons e.g. after the death of a close relative.

Parents are asked to make routine medical and dental appointments outside of school time whenever possible. A 'present' mark can still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time, rather than missing the whole day.

### **Procedures**

Pupils are expected to be in the playground before the bell goes at 8.55am. The start and end of day times are:

Foundation Stage and Key Stage 1	9am – 3.25pm
Key Stage 2	9am – 3.30pm

- The class teacher marks the registers promptly twice at day (9am and 1.10pm – Foundation stage and Key Stage 1, 9am and 1.30pm – Key Stage 2), when children are in their classrooms.
- Children arriving late should go to the school office where the admin staff will record the time of arrival on the register.
- In the event that a child is absent the parent/carer must telephone the office as soon as possible. Parents/carers can leave a message on the pupil absence voicemail system, giving details of the child's full name, their class and the reason for absence.
- School staff will phone home in the morning if there is an absence and no message has been received
- Parents/carers are expected to work with the school in resolving any problems together. Persistent unauthorised absences will initially result in an interview with a member of the senior leadership team.
- Parents/carers will receive a printed report termly, showing their child's individual attendance and punctuality. This is passed to their next school as necessary.
- Where a child is classed as persistently absent, the school may make a request to the local authority for intervention.

### **Health and Safety**

Monitoring attendance and punctuality has a health and safety implication. Parents/carers may not be aware that children are absent from school or are arriving late if for example they come to school on their own. It is therefore imperative that we follow up all absences and inform parents if children are regularly late. Children may be at risk if they are not in school and there may be a truancy issue.

Children are not allowed to leave the premises during the school day unless parents/carers have requested this in person and permission has been granted. Written permission is needed from parents/carers if your child is to travel to and from school unaccompanied in Year 5 and 6.

We have a '48 hour absence from school' policy for those children who have had a vomiting or diarrhoea bug.

## **School and Parent Responsibilities**

1. The Senior Leadership Team (SLT) monitor the frequent late arrival of children and will follow up by talking to both children and parents/carers
2. The authorised and unauthorised absences are monitored by the admin staff and overseen by the SLT.
3. The SLT make referrals to the Local Authority for those parent/carers presenting concerns for persistent absence when necessary.
4. Parents/Carers are expected to support the school in ensuring the regular attendance and prompt arrival of their children.
5. Parents should notify the school on the first day of absence.

### **How good attendance is encouraged:**

Children who achieve 100% attendance and/or punctuality in a term are awarded certificates in the end of term assemblies.

### **Attendance Team**

Review of attendance, strategic planning and reporting – Natasha Joahill

Daily registers, unexplained absence calls and monitoring - Annora Guiste Tindle