



**Individually Strong, Collectively Stronger**

Attendance and Punctuality Policy



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## ATTENDANCE & PUNCTUALITY Policy and Procedures

### INTRODUCTION

This document sets out the school's aims, expectations and practices concerning attendance and punctuality.

The school attendance policy will be made available and accessible to:

- School staff
- Parents & Carers
- Pupils

### MISSION STATEMENT

- We believe that education is the key to future opportunities, and is an important part of a child's development.
- We aim to provide every pupil with an excellent standard of education.
- We recognize that in order to achieve their full potential, and attain educational success, pupils need to attend school everyday and on time.
- We recognize that there is a direct link between attendance and educational achievement.
- We endeavor to ensure that all our pupils receive an equal opportunity to learn and succeed, regardless of their ethnicity, gender, religion, or disability (see equal opportunities policy).
- We will ensure that all our procedures and practices are in line with the five Every Child Matters outcomes
- *(1. Be healthy, 2. Stay safe, 3. Enjoy and achieve 4. Make a positive contribution, 5. Achieve economic well-being).*

### AIMS AND OBJECTIVES

- To improve the overall attendance of pupils at the school.
- To raise the profile of attendance and punctuality in the school.
- To ensure that good attendance and punctuality is a high priority for all staff, parents/carers, pupils and partners.
- To provide clear ways of working and define agreed roles and responsibilities, to promote consistency and fairness.
- To create and develop clear lines of communication between home and school.
- To ensure the school is aware of and fulfilling its social, moral and statutory duties.



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- To promote effective partnerships with the LA and other external agencies.
- To make all expectations relating to attendance and punctuality clear to all parties affected by them.

### TARGETS

- We aim to achieve and maintain high standards in attendance.
- Specific and realistic targets will be set for each school year.

*Progress on attendance and punctuality and target related information and statistics will be included in governor's reports. Weekly attendance figures will be displayed in the Main foyer.*

### COMMUNICATION

All attendance related communication between school based staff will be recorded in a clear/concise manner.

Parents will be notified of attendance/punctuality issues pertaining to their child by initial phone contact, letters, and meetings.

### METHODS USED TO INFORM PARENTS & PUPILS OF THE LINK BETWEEN ATTENDANCE AND ACHIEVEMENT

- Including pupil's attendance/punctuality information at parent's evenings.
- Special end of term/year attendance and punctuality award assemblies.
- Contacting parents re: attendance/punctuality issues at an early stage.
- Reviewing and updating the school attendance policy.

### REGISTRATION

The school will keep:

- An admissions register, which records the personal details of every pupil at the school.
- An attendance register which records every pupil's attendance at both morning and afternoon sessions that the school is open to pupils.

The admissions register will include the following information for every pupil:

- Full name, gender, ethnic background, date of birth, the date the pupil was admitted to the school, and the name of the school the pupil last attended.
- The name and address of every parent and carer of the pupil that is known to the school.
- Which of these parents and carers the pupil normally lives with; and



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- At least two emergency contact details of the parents and carers. These details should be checked/ updated regularly.
- The school may include further parental information in order to enhance communication or conduct security checks when parents contact the school.

### **REGISTRATION PROCEDURES**

1. The school playground gates will be opened from 8.45am
2. Bell sound at 8.55am – be in the line by five to nine.
3. When the bell sounds, all pupils will line up in the designated area for their class, where the class teacher will be waiting. Children will receive 'In the line by 5 to 9' stickers.
4. On arrival at the class, the teacher will commence registration at 9.00am. Those children without 'in the line by 5 to 9' stickers will be recorded.
5. Registers close at 9.10am.
6. At 9.10am the register will be sent to the school office.
7. The school administrator will analyse all registers and input the relevant data into the computer system.
8. The school administrator will compile a list of the names of pupils who are absent from the registers.
9. First Day Calling will commence at 10.00am.

### **LATE SYSTEM**

1. Pips sound at 8.55am – in the line by five to nine.
2. Side gates close at 9.00am and children arriving after this time will be met at the office by a member of SLT, their names will be taken and they will be taken to class.
3. Pupils arriving after 9.10am will be marked as late in the register.
4. At 9.10am all entrances to the school will be closed.
5. All pupils arriving later than 9.10am must go to the office to be entered in register and receive a late pass.
6. A designated member of staff will ensure that pupils entered in the late book are also marked down in the relevant class register correctly.
7. Arriving at school after 9.30am will be marked in the register as an unauthorised absence.
8. If your child is late 3 or more times in 2 weeks then they will receive a punctuality notice, phone call or meeting.



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### ATTENDANCE PROCEDURE

1. First day calling will commence at 10am to find out why pupils are not in school.
2. If there is no contact from a parent, first day calling will continue everyday until contact has been achieved or until the child has returned to school.
3. If no contact has been made after 3 days or the child has not returned to school, a letter will be sent to the last known address requesting information about the absence.
4. If a child is absent for at least ten days without contact from parent/carer then the designated liaison officer will contact the LA's Education Welfare Officer and make a referral.
5. If the Education Welfare Officer is unable to make contact at the last known address and no contact has been received by the school after 20 days, the child will be off-rolled.

### ATTENDANCE AND PUNCTUALITY LETTERS

1. If a child is not in the line by 5 to 9 more than 3 times in any 2-week period, then a letter will be sent pointing this out and advising of further action should continue. If the lateness persists then the parent/carer will be contacted to invite them to attend a meeting with the attendance officer/ EWO.
2. If a child has been absent without authorisation or valid reason for more than 3 days in any 3-week period, the parent/carer will be contacted by phone or letter to establish the reason. This may be a meeting with the attendance officer/EWO
3. If a child's absence falls below 90% the parent/carer will be contacted by phone or letter.
4. If a child is taken out of school for a holiday that is not authorized, then the parent/carer will be contacted by phone or letter.

### ATTENDANCE AND PUNCTUALITY MEETINGS

At the first meeting the attendance officer will discuss the following:

- Reasons for absence or persistent late attendance.
- Identify any areas of need and offer at least one measure of support.
- Implement enhanced monitoring and targeted intervention for pupil.
- Remind parent of the school's policy and expectations.
- Set achievable and reasonable targets (pupil/parent).
- Utilise incentives and rewards.

At the second meeting the attendance leader will discuss the following:

- Enquire as to why the previously set targets have not been met.



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- Pupil's statistics and attainment information.
- The link between good attendance/punctuality and achievement to be made clear.
- Identify any areas of need and offer at least one measure of support.
- The school attendance/punctuality policy will be referred to, in order to remind parents/carers of the school's and the LA's expectations.
- A home school agreement/contract will be made to include achievable and reasonable targets over a prescribed period of time.
- Formal notification of the next stages in the school's procedures e.g. school attendance panel.

At the school attendance panel meeting the following will be included:

- Analysis of the pupil's status re: attainment, attendance and punctuality.
- Review of case and progress/engagement so far.
- Panel to make a decision as to the next course of action.
- Home school contract be utilised.

*(The attendance panel may also be utilized to address late collections and morning punctuality).*

### **RELIGIOUS OBSERVANCE**

The school will authorise absence that is due to religious observance but the day must be:

- Exclusively set apart for religious observance.
- Set apart by the parents' religious body (not the parents).

### **TERM TIME HOLIDAY ABSENCE**

- Holidays in term time are discouraged by the school and Lambeth LA.
- Holidays in term time are not a right, and will not be granted.
- Leave will only be granted where proper procedures have been followed.
- Special Leave will not be granted retrospectively.
- The headteacher/ deputy headteacher is the only member of staff who can authorise a special leave request.
- All parents/carers requesting term time holiday absence will be given a copy of the attendance policy and alerted to the implications of non-compliance.



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### REQUESTING TERM TIME LEAVE

1. A request for a pupil to have special leave during term time must be made in writing using the schools format.
2. Each special leave request is considered on an individual basis, using the criteria laid out below.
3. All applications for special leave in term time should normally be made at least 14 days in advance by the parent(s), carer(s) or corporate parent that the pupil resides with.
4. If the school does not authorise the special leave request and the child is subsequently absent from school, the absence is marked as unauthorised.
5. If a pupil is kept away for longer than the agreed period, without additional notification/contact from a parent/carer, a referral will be made to ERAA.
6. The additional period of absence will be marked as unauthorised (unless there are unavoidable reasons).
7. A special leave request for a period longer than two weeks is seen as exceptional.
8. When a pupil returns who has been away longer than the agreed period, a meeting will be arranged to clarify the reasons. Initially this will be with the Headteacher or Attendance Officer. If the explanation is unsatisfactory a referral will be made to ERAA.
9. After a period of twenty days of unauthorised absence without contact, the school will take the child/children off roll. The parent/carer will be notified by letter sent by 1<sup>st</sup> class post to the last known address.

### FIXED PENALTY NOTICES

In law, an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are registered. Penalty Notices supplement the existing sanctions currently available under Sec 444 of the Education Act 1996 or Sec 36 of The Children Act 1989, to enforce attendance at school where appropriate.

Penalty notices are £60 per child, to be paid within 28 days. Failure to pay within this period will increase to £120 per child.

There will be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice.

The issuing of a Penalty Notice is considered appropriate in the following circumstances:

The child has been absent from school for more than 10 unauthorised sessions in any term.

The child/young person has been stopped during an attendance & exclusion sweep (accompanied or unaccompanied).



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Failure to return a child to school following fixed-term exclusion.

General poor school attendance.

Excessive delayed return from extended holidays without prior school agreement.

Persistent late arrival at school after the register has closed.

Failure to ensure attendance at any alternative educational provision.

A parent fails to ensure that their child is not in a public place during the first five days of exclusion from school.

More than 5 days unauthorised holiday in an academic year.

### **PROCEDURE FOR WITHDRAWING PENALTY NOTICES:**

Once issued, a Penalty Notice will only be withdrawn in the following circumstances;

- The Penalty Notice was issued to the wrong person.
- The use of a Penalty Notice did not conform to the terms of this Code of Practice.
- When it becomes apparent that no offence has been committed.
- It contains a material error.

### **PAYMENTS OF PENALTY NOTICES**

Arrangements for payments will be detailed on the Penalty Notice.

Payment of a Penalty Notice discharges the parent/carer of liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice.

Payment of a Penalty Notice within 28 days is £60.

Payment after this time, but within 42 days, is £120.

The LA retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

### **NON-PAYMENT OF PENALTY NOTICES**

Non-payment of a Penalty Notice will result either in withdrawal of the Notice or will trigger the prosecution process under the provisions of Sec 444 of the Education Act 1996.

### **NON-PAYMENT OF PENALTY NOTICES ISSUED DUE TO A CHILD BEING IN A PUBLIC PLACE WHILST EXCLUDED**



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Non-payment of a Penalty notice for pupils found in a public place whilst excluded will trigger the prosecution process for non-payment of the Notice. This will be taken under the provisions of Section 103 Education and Inspections Act 2006.

### CRITERIA USED TO AUTHORISE OR DENY SPECIAL LEAVE

- The amount of time requested
- The age of the pupil
- The pupil's general absence/attendance record
- The proximity of SATs and public examinations
- The length of the proposed leave
- The pupil's ability to catch up
- The pupil's educational needs
- The general welfare of the pupil
- The circumstances of the request
- The purpose of the leave
- The frequency of the activity
- When the request was made

### ATTENDANCE INFORMATION AND DEFINITIONS

#### COMPUTER DATABASE (SOFTWARE)

To ensure that all attendance and punctuality, statistical information is recorded in a clear way and is readily accessible. All attendance/punctuality records will be kept for six years.

#### LATE BOOK

To keep a record of all pupils who arrive after school starts, in order to inform parents and to be used to determine pupils in need of targeted intervention.

#### FIRST DAY CALLING SYSTEM

A designated member of staff will make a phone call home to the parent/carer of every pupil who is not present at school by (10:00am) on the first day of absence. This call will be to ascertain the reason why the pupil is not at school. All information re: first day calls will be recorded and logged appropriately.

#### ATTENDANCE RECORD SHEETS

This is a basic form used by school staff to record information re: attendance issues. To ensure all contact with school based staff, parents/carers, or external agencies is formally recorded, accessible, and kept up to date.

#### LETTERS

Attendance letters will be sent where phone contact is not successful (First Day Calls). Letters will also be sent to address any attendance issues, to notify/remind parents of school procedures, or to offer support. A letter from the school will be sent out to confirm/invite parents/carers to all attendance related meetings.



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### ATTENDANCE MEETINGS

The school procedure relating to attendance includes parent/carer meetings with the Attendance Officer, EWO [educational Welfare Officer] and school attendance panel.

### SCHOOL ATTENDANCE PANEL

A school attendance panel will meet once a term to discuss all school attendance matters. They will make decisions as to:

- Whether any changes to school policy/practice are necessary.
- Action to be taken re: individual cases.
- Have the power to fast track parent penalty notices or prosecution.

### SCHOOL PROSPECTUS

Documents publishing basic information about the school will be made available to parents/carers. This document will contain key information relating to the school's ethos and policy regarding attendance and punctuality.

### GATE DUTY

Random gate duties may be carried out in collaboration with the Inclusion Team/Attendance Officers. Separate random gate duties will be conducted by the headteacher, EWO or delegated member of SMT.

### HOME/SCHOOL AGREEMENTS

A formal agreement made between the school and parent in relation to specific targets being set. Failure to adhere to the home school agreement, individual targets, or improve punctuality will result in case being passed on to the School Attendance panel to decide next course of action.

### LEAVE REQUEST FORMS

Special leave request forms are available from the school office.

### SCHOOL INDUCTION

The school will conduct an induction for the parents/carers of all new pupils (especially reception parents). This induction will include information regarding the school's ethos and practices regarding attendance.

### INCENTIVES

The school uses the following incentives to promote good attendance and punctuality:

- 100% attendees announced in assemblies, newsletters notice boards.
- Alex the attendance bear and KS2 trophy
- Certificates of achievement.
- End of term/year award ceremonies.
- Stickers/pencils for improved individual attendance and punctuality
- Class attendance awards
- Awards for 100% attendance
- In the line by 5-9 Dojo each morning.



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### ROLES & RESPONSIBILITIES

#### GOVERNORS

- A designated governor will sit on the school attendance panel.
- Will participate in reviewing the school attendance policy at least once a year.
- Attendance will be discussed at every governors meeting.
- Will ensure that an appropriate budget will be allocated to enhancing the school's ability to address attendance and punctuality issues.

#### HEADTEACHER

- Will be kept informed of attendance issues/levels termly.
- Will inform governors of attendance progress.
- Will meet with individual parents at the appropriate staged meetings.
- Will monitor the progress of the attendance leader.
- Will sit on the attendance panel.
- Will conduct random gate duties.

#### SENIOR MANAGEMENT TEAM (SMT)

- A member of the SMT will be designated the role of Attendance officer.
- Will create ways to ensure that attendance and punctuality maintains a high priority in the school.
- Will conduct random gate duties.

#### TEACHERS

- Responsible for taking and maintaining daily registers in line with relevant legislation "The Education (pupil registration) (England) regulations 2006"..
- Liaising with the attendance leader at least once a term to discuss attendance issues as part of SEN. Putting late stickers in late book as an aid to recall of class punctuality issues.
- Use creative and innovative methods in encouraging class pupils to attend school everyday and on time.

#### PARENTS/CARERS

- To ensure their child is present and on time at school everyday.
- To ensure their child is collected from school on time everyday.
- Ensuring written explanations are given to class teacher/office staff for all periods of absence.
- Attending all meetings regarding their child's attendance.
- Notifying school of child's absence by 9.30am on the first day of absence.
- Make written requests for special leave during term time.
- To adhere to the school's policy's, decisions and contracts.

#### PUPILS

- Ensuring that they attend school everyday on time.
- Must be aware of and adhere to the school's attendance procedures.
- Achieve all targets set as part of targeted interventions.
- To participate in school activities to raise the profile of attendance and punctuality.

#### SCHOOL ADMINISTRATOR

- To input relevant data from the attendance registers into the computer systems.
- To create and maintain systems to ensure efficient communication, between, staff, school and home (parents/carers), the school and external agencies/partners.



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- Sending late/attendance letters.
- Recording all contact with parents re: attendance/punctuality.
- To produce weekly print outs of the following attendance and punctuality statistical data:
  - Whole school
  - Year groups
  - Individual Pupils
  - Class

### PREMISES OFFICERS

- To ensure that clocks are present and maintained in each classroom, office and key areas of the school
- To ensure that all clocks are synchronised with the correct time (GMT/BST).
- To ensure that all school entrances (except the main entrance) are closed at 9.10am.

### EDUCATIONAL WELFARE OFFICER

- EWO will provide support for the school on attendance and punctuality matters and will check registers on a regular basis.
- The extent of EWO involvement is specified in the service level agreement which is reviewed annually.

#### In addition

- To provide support for parents re: attendance and/or punctuality.
- To be part of the School attendance panel.
- To provide advice/information regarding legislation or good practice.
- To initiate parent penalty notices/prosecution procedures.
- To assist with complying with relevant legislation and statutory provisions.
- Individual targets not met of home school agreements/contracts breached.
- To act where no improvement in attendance performance within specified time.
- To advise on decisions by the attendance leader, headteacher or school attendance panel (adhering to school policy)
- To advise before taking a pupil off the school's admission's register.
- When a home school agreement/contract has been breached.
- If there are attendance patterns that may cause concerns relating to child protection issues.

Where other agencies are already involved with family, a decision to make a referral to the EWO may be made at an earlier stage in the interest of safeguarding children.

### MONITORING AND EVALUATION

The school attendance policy will be reviewed and evaluated annually. Evaluation of the school's policies and procedures will be conducted by taking into account:

- The views and feedback from; parents, pupils, partners and external agencies.
- Statistical data (spreadsheets, charts, graphs).
- The attainment levels across the school.
- The school's performance in meeting the targets set across the school at the beginning of the academic year.



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### STRATEGIES

The following strategies will be used by the school to address attendance and punctuality issues:

- First day calling.
- Attendance/punctuality policy
- Breakfast Club.
- Class attendance certificate.
- Class punctuality.
- After school provision
- Attendance/punctuality award ceremonies.
- Newsletter to
- highlight achievement/issues.
- In the line by 5 to 9 Dojos
- Maintaining clear and effective policies and procedures.
- Making the school's attendance policy available to parents, staff and pupils in accessible formats.
- Targeted intervention by the attendance officer.
- Information on punctuality/attendance clearly displayed in school and on large notice boards.
- Summary of class attendance figures available to teachers.
- Support for late collection offered via after school provision
- Tangible reward for excellent attendance
- Punctuality and attendance figures included in end of year reports.

### LINKS TO OTHER DOCUMENTS

The attendance policy and procedures links with the following other school documents:

- Equal opportunities policy
- Health and safety policy
- Insurance policy
- Behaviour policy
- Anti-bullying policy

Date Reviewed: October 2019

Date of next Review: October 2021

Headteacher's Signature: L. Robertson