



Sir John Lillie Primary School

Attendance and Punctuality Policy

Attendance Policy

Headteacher
Governor Liaison

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INTRODUCTION

The purpose of this policy is:

- to ensure the good attendance and punctuality of all children at Sir John Lillie 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

RATIONALE and EQUAL OPPORTUNITIES

The vast majority of children regularly attend school and arrive promptly. However, there is a significant minority, 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 is:

- that all children attend school promptly and for at least 96% 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
- that all children increase their opportunities for achieving the highest possible standard in education by starting school promptly each day
- that all children have a positive attitude to learning and high expectations of their own ability and the standard that is expected of them.
- That it is recognised attendance and punctuality go hand in hand when looking at a child's attendance record.

PROCEDURE

1. Pupils are expected to attend regularly at 8.50am every day.
2. The class teacher marks the registers promptly twice a day when the children are in their classrooms. Morning registers close at 9.15am.
3. A staff member, at the school office, registers pupils who arrive late, recording a reason and time of arrival. The child is given a late ticket to give to their teacher. The administration officer transfers this information into the registers.
4. The Senior Admin Officer logs the daily and weekly authorised and unauthorised absences for each child in the register. A text is sent to the parents of all absent children by 10am asking for a call by 11am to share why a child absent.
5. The Headteacher and Senior Admin Officer will seek to encourage better attendance and punctuality by telephone calls, meeting with pupils and parents and possibly the local authority School Attendance Support Officer (SASO)
6. Persistent unauthorised absences can result in the issue of a warning letter which may lead to a monitoring period, a Penalty Notice or a referral to the Family Support Worker if a solution cannot be found between the school and the

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parent/carer. Persistent absence is a total of unauthorised absence that falls below 90%

7. Parents receive a printed report at the end of each academic year showing their child's individual attendance and punctuality. This report is printed on colour coded paper.

Green for attendance at or above the school target (96%).

Red for attendance below 94%

Amber for attendance between these two thresholds

A red report indicates attendance is a serious concern and a referral to the Family Support Worker (previously Education Welfare Service) could be made.

8. If attendance falls below 94% we may require medical evidence to authorise future absences.
9. Persistent lateness (at least 5 sessions of unauthorised lateness per half term) can result in a referral to the Family Support Worker and/or a Penalty Notice.
10. School letters are sent or emailed to the families of pupils that arrive late on a persistent basis to inform them of the impact of poor attendance and punctuality.

SAFEGUARDING

Monitoring attendance and punctuality has a health and safety implication. Parents and 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 school during working sessions unless the admin officer has previously informed the class teacher. Parents/carers must request this through the school office.

Written permission is needed from parents/carers if a child is to travel to and from school unaccompanied. We do not consider children below Years 5 and 6 to be responsible enough to travel to and from school alone. We do not consider a Year 5 or 6 child to be responsible enough to bring or take home a sibling in year 2 or below.

RESPONSIBILITIES

1. The Senior Leadership Team, class teachers, the Senior Admin Officer, several support staff and Site Manager greet families in the playground each morning.
2. The Senior Admin Officer monitors the arrival of children and parents/carers who are late. This is noted in the late book.
3. The Senior Admin Officer or Headteacher phones parents and carers on the first day of absence if we have not received a reason for absence.
4. The authorised and unauthorised absences are monitored by the Senior Admin Officer and is overseen by the Headteacher.
5. The Headteacher make referrals to the Family Support Service and School Attendance Support Officer (SASO) when necessary.
6. The school requests "Penalty Notices" where it is considered appropriate and in keeping with the guidance issued by the **ACE** Team (**A**ttendance, **C**hild Employment and Entertainment and **E**lective Home Education and Children

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Missing Education). The Headteacher will make referrals to the ACE team who administer the scheme.

HOLIDAY/ADDITIONAL ABSENCE REQUESTS

- Time away from school for holiday is not permitted.
- Unauthorised holiday in term time can lead to a Penalty Notice being issued.
- Leave from school can be granted in "exceptional circumstances" if appropriate evidence of the circumstances is provided and accepted. (e.g. medical evidence).
- Requests for leave must be made in advance, in writing and detail the pupils date of return to school.
- The Headteacher and Senior Admin Officer review all requests.
- Visits to prospective secondary schools are encouraged and authorised if parents can show evidence that this is the reason for absence.

PARENTAL EXPECTATIONS

Parents are expected to support the school in ensuring the regular attendance and prompt arrival of their children.

Parents should notify the school on the first day of absence by phone on the dedicated absence line, by email or in person at the office. This is also an expectation on the home school agreement.

Medical evidence can be required if a child's attendance is of concern.

Parents are asked to endeavour to make all appointments outside of the school day. If this is not possible, evidence of the appointment is requested and copied for the child's file. If the appointment is unavoidable, the school request that the child is absent for the shortest possible time during a day and attends school in the morning or afternoon if possible.

Parents are reminded regularly on newsletters about the importance of good attendance and punctuality and the impact this has on children's educational attainment.

Parents are reminded regularly about how to inform the school about sickness absence and about prompt and effective communication.

Parents are reminded that all full-time pupils should attend school every day, regardless of the length of the day. E.g. 1.30pm finishes and appointments.

Parents to attend meetings at school to promote better attendance.

HOW GOOD ATTENDANCE AND PUNCTUALITY IS ENCOURAGED

- Parents of pupils with attendance that meets or exceeds the school target will be entered into an end of year prize draw.
- Pupils with 100% attendance for whole school year receive a medal.
- Good attendance and punctuality is celebrated in assemblies, school website, twitter, newsletters and on the attendance notice board.
- Children with excellent attendance are considered to attend special trips that might become available during the school year.
- Class trophy awarded for best attendance for each half-term.

[Working together to improve school attendance](#)