



eastbury  
primary  
school  
*Succeeding together*

# Attendance and Punctuality Policy

Approved: Autumn 2020

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## 1. Introduction

At Eastbury Primary School, we are committed to ensuring that all pupils receive the highest quality of education and are able to achieve their full potential.

Excellent attendance and punctuality is a key pre-requisite for achieving this. The

target attendance for all pupils registered at this school is 97%.

## 2. Responsibilities of Parents/Carers

The school works in close partnership with parents/carers to achieve excellent school attendance and punctuality. The responsibilities in relation to attendance and punctuality are set out in the Home-School Agreement.

The law states that parents have responsibilities for ensuring their child attends school regularly. Parents of children of compulsory school age are required to ensure that they receive full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise (Education Act 1996).

It is the parent's responsibility to ensure that their children arrive at school on time and are picked up promptly at the end of the day.

If a child is ill, parents should contact the school on the first day of a pupil's absence. They should state the reason for their child's absence and also the date they are expected to return to school, whenever possible. If there is no contact, then the school Attendance Lead/Officer will make contact with the parents on the first day of absence.

All routine medical and dental appointments should be made outside school time. When it is essential to have a non-routine appointment during the school day, evidence (such as an appointment card or hospital letter) should be shown in advance to the Office Staff. There may be times when the parent/carer will be asked to provide further medical evidence for their child's absence.

Parents should ensure that the child is brought to school before the appointment and returned to school afterwards.

### 3. Punctuality

Excellent attendance includes pupils being on time for school, every day.

Every day that all class members are in on time the class is awarded a letter towards spelling 'Every Second Counts'. Once they have all the letters the class will be awarded with golden time.

#### Start of the day

The playground gates open at 8:45am and are closed promptly at 8:55am. It is the responsibility of parents to ensure that their child is in school before 8:55am. Any children coming after this time are late and must enter through the Welcome Centre entrance.

If a child is late, the following procedure is followed:

- Late children must be signed in at the Welcome Centre by the parent with a reason for late attendance. The time of arrival must also be recorded.
- If a child is late more than twice during a week or there is a pattern of lateness over a longer period, then a punctuality letter is sent home to parents.
- If a child is late twice again the following week this will trigger a 2<sup>nd</sup> punctuality letter.
- If a child continues to be late and there is no improvement in their punctuality this will trigger a meeting with the Attendance Team and, where appropriate, a member of SLT. A school booklet regarding lateness and time lost for learning will be given to the parent.
- If a child still continues to be late a referral will be made to the Partnership Learning Attendance Officer.

## Daily Absence routine

On a first day of absence and no messages have been received from the parents/carers, first day calling will be initiated to gain the reason for the child not attending school. If contact is made and a date for return is given, no further call will be made till the day of expected return. The reason for absence will also be recorded with evidence taken for files.

On a second day of absence if no contact was made on the first day a second call will be made. If contact cannot be made by phone, then all contacts held on school files (SIMS) will be used to gain communication. A message will also be sent stating:

Dear Parent/Carer

We are trying to make contact with you due to your child being absent from school. A call has been made using the contacts on our system. If we are unable to make contact or hear from you by the end of today 4pm, a home visit will be made tomorrow (third day of absence with no contact) to ensure there are no issues and support is not needed.

Regards

Mrs Trench

Safeguard Lead

Third day of absence a home visit will be made by two members of staff.

**See Home Visit Policy for details:**

## End of the day

The school day ends at 2.50pm for Reception children, 3.00pm for Key Stage 1 and 3.15pm for Key Stage 2.

When a parent does not collect their child within ten minutes of those times, the parent/carer is deemed to be late. If a child is late being picked up, the following procedure is followed:

- If a child has not been collected by 3:25pm, the parent will be called while the child is on the playground with a member of staff waiting.
- If the parent has not collected by 3.30/3.35pm the child is taken to the office and then to the after-school provision (Eagles) and a charge is made for providing childcare outside statutory provision (the charge is the same as that for the after-school provision).
- If a parent is repeatedly late in picking up their child, a meeting is arranged with the School Attendance Team and, where appropriate, a member of SLT.
- If a child continues to be collected late a referral is made to the Partnership Learning Attendance Officer.

#### 4. Rewards for attendance

There are reward systems in place at the school for good attendance:

- Bronze, Silver and Gold certificates are handed out to children for 100% attendance during Autumn, Spring and Summer terms
- An Attendance trophy for the class with the best attendance that week across the whole school
- An Attendance bear for the class with the best attendance that week in each phase (years 1&2, 3&4 and 5&6).
- An 'Attendance reward' held at the end of each half term as a celebration for individual children who have achieved 100% attendance

#### 5. Leave of Absence

It is expected that parents plan leave/breaks during school holiday periods. Holidays will not be authorised in term time and may incur a fixed penalty notice. A leave of absence for exceptional circumstances may be authorised by the Head teacher for a maximum of 3 days. Any leave of absence exceeding 3 days **will not be authorised** and may incur a fixed penalty notice. All fixed penalty notices are discussed with the Partnership Learning Attendance Officer before being issued.

Parents have a right to request an appeal against the school's decision to issue a fixed penalty notice. The procedure for the appeal is as follows:

- 1) Parent receives the fixed penalty notice and contacts the Headteacher in writing to request an appeal providing reasons/evidence for the request.
- 2) The Headteacher will then consider the evidence of the appeal and a decision will be made accordingly.
- 3) The local authority is then informed of the outcome.

## 6. Persistent absence

Persistent absence is where children's attendance falls below set thresholds. In those instances, the following stages are used to resolve the situation (unless there is a valid reason for the attendance level, such as a prolonged period in hospital):

### Stage One

When attendance falls beneath 90% a call will be made home to discuss and offer support during the term.

If attendance is between 85-90% at the end of each half term, a letter is sent to the parent notifying them that the school is monitoring the attendance levels of that pupil, stating that there needs to be an improvement in the pupil's attendance. The letter might also ask the parent to provide medical evidence for any absences that have not already been evidenced.

If improvements are not made the following term in the first two weeks, a meeting with a member of the Senior Leadership Team, School Attendance Officer and the parents to discuss any issues and agree a way forward is arranged. Where appropriate, support is offered from the Family Liaison Officer.

### Stage Two

When a pupil's attendance does not improve following action at Stage One or attendance falls below 85%, a referral is made to the Partnership Learning Attendance Officer. Parents are informed of this referral.



At this stage appropriate action is taken by the Partnership Learning Attendance Officer to resolve the situation. This may include:

- direct work with the pupil and family - A school booklet regarding lateness and time lost for learning will be given to the parent.
- referral to other agencies
- arranging suitable support to help the pupil in making a return to full attendance.
- legal proceedings under the Anti-Social Behaviour Act 2003, Education Act 1996 and the Children Act 1989. Fixed penalty notices may be issued to parents. There is an appeals process for parents who have received and contest a fixed penalty notice.

## 7. School Responsibilities

### The Local Governing Board

The Local Governing Board has responsibility for the school's attendance strategy and for approving the Attendance and Punctuality Policy every two years.

The Local Governing Board will receive updates on attendance at least termly.

### Designated member of SLT and the School Attendance Team

The member of the school's Senior Leadership Team (SLT) with responsibility for attendance is the School Business Manager.

The School Business Manager's responsibilities are to:

- ensure that the school meets the legal requirements for all aspects of school attendance and punctuality
- recommend targets for attendance to SLT and the Local Governing Board, and monitor them
- ensure staff training on attendance
- report regularly to the Headteacher, Governors and parents about attendance issues and figures

- recommend to the Headteacher whether to authorise or not authorise term- time absences
- oversee the day-to-day responsibilities of the School Attendance Team
- oversee the operation of the Attendance and Punctuality **Routines at Appendix 1**

The responsibilities of the School Attendance Team are to:

- produce a weekly overview on attendance and punctuality
- produce a comprehensive half-termly report on attendance, showing trends over time and setting out the attendance of vulnerable groups
- monitor trends in attendance and advise SLT on issues arising
- manage reward systems for attendance (see section 3)
- liaise with the Partnership Learning Attendance Officer as required
- liaise with the school's Family Support Worker as required
- send out letters on attendance and punctuality and meet with parents (together with the Partnership Learning Attendance Officer, Family Support Worker, School Business Manager or other member of SLT, as appropriate)
- manage the procedure for persistent absences (see section 5)
- ensure that the online registers are correct and show the reason for absence
- update all electronic and paper records in relation to attendance and punctuality
- follow the procedures outlined on appendix 1

### The Class Teacher

The Class Teacher has a vital role to play in promoting excellent attendance and punctuality. The responsibilities of the class teacher are:

- to ensure that he/she is present in the classroom from 8.45am
- completing the online registers by 9.00am in the morning. Completion after lunch, 12.55pm (Reception to year 2), 1.25pm (years 3 and 4) or 1.55pm (years 5 and 6) in the afternoon each day
- to raise any child protection concerns relating to attendance or punctuality with the school's Designated Safeguarding Lead

- Discussing attendance issues with children
- Discussing attendance and punctuality issues with parents, and sharing attendance figures at Parents' Evenings

### Inclusion Team

The Special Educational Needs Co-ordinator (SENCo), the Pupil Premium Lead, the Designated Safeguarding Lead and the EAL lead teacher will monitor the attendance of the following groups of pupils:

- SEN support
- Children with an EHC plan
- EAL children
- Children for whom there are safeguarding concerns
- Looked-after children
- Disadvantaged children

They are responsible for working in conjunction with the class teachers, the School Attendance Officer, the Family Support Worker and external agencies to promote excellent attendance amongst these groups and to address any underlying issues.

## Appendix 1: Attendance and Punctuality Routines

| Daily                                                                                                                                                                                                                         | Weekly                                                                                                  | Each Half Term                                                                 | Each Term                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SLT's Role &amp; Responsibility (including School Business Manager)</b>                                                                                                                                                    |                                                                                                         |                                                                                |                                                                                      |
| Ensure gates are closed at 8.55 am and support Attendance Team (AT) in the Welcome Centre late room.                                                                                                                          | Attendance bear given to class with best attendance in certain year groups                              | Communicate progress in achieving attendance targets to parents in newsletter. | Attendance Assembly to hand out bronze/silver/gold certificates for 100% attendance. |
|                                                                                                                                                                                                                               | Monitor weekly attendance data at SLT meetings and visit classes where attendance is below expectation. |                                                                                |                                                                                      |
|                                                                                                                                                                                                                               | Hold parent meetings as arranged by AT                                                                  |                                                                                |                                                                                      |
|                                                                                                                                                                                                                               | Attendance trophy to class with highest attendance across the school                                    | Attendance report presented to Local Governing Board                           |                                                                                      |
| <b>School Attendance Team's Role &amp; Responsibility</b>                                                                                                                                                                     |                                                                                                         |                                                                                |                                                                                      |
| <u>First Day Absences</u> Phone calls to parents of pupils who are absent and reasons noted on SIMS.                                                                                                                          | Complete Attendance Return for Whole School/Year groups/Class and share with staff                      | Complete PA log and Reason Code Analysis                                       | Attendance Update whole School letters and accompanying Attendance Summaries.        |
| <u>Second Day Absences</u> Phone calls to parents of pupils who are absent and have not provided a reason. Use all contact details on file to gain communication. Send email/message notifying of home visit if no contact is | Send out N code letters on a Friday                                                                     | Analyse data and arrange meetings with parents                                 |                                                                                      |

|                                                                                                                                                                                                                            |                                                                          |                                               |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------|
| made by 4pm (emails, relative n.o)                                                                                                                                                                                         |                                                                          |                                               |                                                          |
| <u>Third Day Absences</u><br>Inform School business manager, Designated SLT for Attendance if a child has had <u>three</u> consecutive days absent if no contact has been made. Home visit by FSW and DSL to be completed. | Send out letters to parents regarding attendance & punctuality concerns. | Letters of concern/improvement/<br>to Parents | Provide attendance Data to teachers for Parents Evenings |
|                                                                                                                                                                                                                            | Discuss with SLT                                                         | Provide SLT with attendance                   | Produce and share comprehensive                          |

|                                                                                                                                   |                                                              |                        |                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------|------------------------------------------------------|
| Record children picked up late from school. Refer persistent lates to SLT and FSW. If persistent refer to PLT attendance officer. | and issue fixed penalty notices in line with local authority | figures for newsletter | termly attendance report                             |
| <b>Class Teacher</b>                                                                                                              |                                                              |                        |                                                      |
| Ensure online registers are completed by 9.10 am and 12.55/1.25/1.55 pm.                                                          |                                                              |                        | Discuss attendance with parents at Parents' Evenings |