

## **ATTENDANCE AND PUNCTUALITY POLICY**

### **OVERVIEW**

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

### **INTENT**

1. To ensure that all learners attend school well
2. To ensure that all learners are punctual.
3. To win the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and effectively.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.
8. To monitor the attendance of individuals and groups, including social and ethnic groups, pupils from backgrounds of social disadvantage and those with protected characteristics as identified in the 2010 Single Equalities Act.
9. To monitor the attendance of pupils who are identified as 'at risk' in line with our policies for child protection and safeguarding.

### **IMPLEMENTATION**

1. All staff will complete registers accurately for each session and they will draw to the headteacher's attention any absences that are cause for concern or suspicion.
2. Careful attention will be paid to the attendance of individuals and groups, including social and ethnic groups, pupils from backgrounds of social disadvantage and those with protected characteristics as identified in the 2010 Single Equalities Act.
3. Particular attention will be paid to the attendance of pupils who are identified as 'at risk' in line with our policies for child protection and safeguarding.
4. Monitoring the attendance of children from groups where FGM is a potential risk will be a high priority and the headteacher and DSL must be alerted to any indication that there may be a planned absence for a visit to a home nation. (UK communities that are most at risk of FGM include Kenyan, Somali, Sudanese, Sierra Leonean, Egyptian, Nigerian and Eritrean. Non-African communities that practise FGM include Yemeni, Afghani, Kurdish, Indonesian and Pakistani).
5. Learners arriving late will be reported to the headteacher and each teacher will keep a record with their register of the times and occasions that a learner is late.
6. Parents must telephone or notify the school if their child is absent or ill.
7. The school office will make telephone contact with a home when a child is absent if the parents have not notified the school. On the second day of absence, school staff will complete a home visit if parents or named contacts cannot be contacted by 2pm. If the home visit is unsuccessful, a welfare check will be requested by the Police.
8. Where a learner is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences
9. The school will follow up absences that are suspicious or causing concern.
10. Where necessary the school will work closely with the appropriate authorities to take action against those unlawfully keeping learners from school.

### **IMPACT**

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

## **TERM TIME HOLIDAYS**

Holidays are NOT permitted in term time. Holidays should be taken in school holidays of which we have plenty of weeks available, see current holiday pattern.

Permission for a request of leave of absence will only be considered where the child:

- a) Has attendance of 97% or above at that time that the holiday commences (in this case, three days of the holiday may be authorised by the Headteacher).
- b) Is not likely to fall behind with their work
- c) Has not requested any other leave of absence that year.
- d) There is an exceptional reason for this request.
- e) Does not have any statutory tests at that time. In addition to holiday absence, we have a very small number of children who persistently have time off. If a child's attendance falls below 80% the Education Welfare team will be notified and an Early Help Assessment may be offered. Parents may also be subject to a penalty fine.