



**NEWCOMEN
PRIMARY
SCHOOL**

'BELIEVE ACHIEVE SUCCEED'

ATTENDANCE POLICY

Headteacher: _____ **Date:** _____

Written By	K Pusztai
Date	September 2022
Review Date	September 2024

AIMS

Our attendance policy aims to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning.
- Enable pupils to progress smoothly, confidently and with continuity through the school.
- Make parents/carers aware of their legal responsibilities.
- Ensure attendance meets Government and Local Authority targets.

This policy has been devised in consultation with Staff, Governors, Children and Parents.

BEING AT SCHOOL

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

EXPECTATIONS

We expect that all pupils will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school **daily before 9:30am** of absence or if known in advance, whenever their child is unable to attend school.

- Provide medical proof if their child is absent for more than 3 consecutive days. In the case of Nursery children, medical proof required after 5 consecutive days.
- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Notify school immediately of any changes to contact details.

EXAMPLES OF AUTHORISED ABSENCE

- Genuine illness of a pupil
- Hospital/dental/doctor's appointment for the pupil
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments

EXAMPLES OF UNAUTHORISED ABSENCES

- Shopping/day trip/visit to a theme park
- A birthday treat
- Oversleeping due to late night
- Family holidays

WE EXPECT THAT SCHOOL WILL:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Inform parents of the % attendance of all pupils.
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with the Attendance & Welfare Officer to monitor and support school attendance and punctuality.

- Refer irregular or unjustified patterns of attendance to the Attendance & Welfare Service. Failure by the family to comply with the planned support set by Attendance & Welfare Service may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.
- Will notify the Education & Welfare Officer after 10 days of unexplained absence.

REGISTERS, PUNCTUALITY AND LATENESS

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount, therefore, that all pupils arrive at school on time. The school gates are opened at 8.25am and school starts at 8.30 am.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.

- Registration takes place at 8.50am and pupils who arrive after 8.50am will be recorded as late to school.
- Afternoon registration is taken at 1.05pm.
- Persistent lateness by a pupil may be referred to Attendance & Welfare Service.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

PUPILS LEAVING SCHOOL DURING THE SCHOOL DAY

During school hours the school staff are legally in loco parentis and, therefore, must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to **confirm** by letter, telephone or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family*

it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

LEAVE OF ABSENCE

Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that head teachers may not grant any leave of absence during term time for holidays. These amendments came into force from 1 September 2013.

This means that from 1 September 2013 we are no longer able to authorise any term time absence for holidays.

Removing a child from school to take a family holiday will be recorded as **unauthorised** and referred to the Local Authority. This could result in a penalty notice being issued to the Parents of the child. The penalty is £60 if paid within 21 days or £120 if paid within 28 days. Penalty notices are issued to **each** parent, for each child.

Holidays taken in September or in the months before and during national testing takes place will incur a fine.

END OF THE DAY

At the end of the school day, school accepts responsibility for children who have not been collected at 3 pm. At 3.20 pm school will then contact the Attendance & Welfare Officer.