



Attendance and Punctuality Policy

Person Responsible

Miss S Fenn

Date of policy

March 2018

Date of review

March 2020

THIS PAGE IS INTENTIONALLY BLANK

We aspire for all our children to become confident, happy and caring individuals who achieve personal success and develop a love of learning and a life built upon our school values.

RATIONALE

As a school we recognise the importance of good attendance and punctuality and the negative impact of poor attendance and punctuality on a child's learning. We are therefore committed to ensuring that as an organisation we do everything we can to improve our pupils attendance and punctuality.

We work closely with the LEA through contact with our assigned School Liaison Officer (SLO) to identify and refer pupils not attending school on a day when the school is open, or not attending school punctually. We regularly monitor the attendance and punctuality of our pupils and work hard to send a clear message to parents that we are committed to high levels of attendance and punctuality and will vigorously challenge those children, and their parents who are ultimately responsible, who fail to meet our high expectations.

STRATEGIES AND PROCEDURES

Through regular monitoring we are clearly able to identify children who are not achieving the school targets. A key strategy is then to target certain year groups, families or individuals whose levels of punctuality and attendance can be improved. This is done through both verbal and written communication with pupils and their parents. In addition, the school will meet with the parents of those children whose attendance and punctuality are a concern. The school is in regular contact with their School Liaison Officer (SLO) and any concerns are discussed with her.

In order to ensure we are fair and consistent in our approach, the school has written guidance and procedures that it follows to monitor, record and respond to poor punctuality.

Punctuality

The school day starts at 8.55am and ends at 3.15pm. The registers are completed promptly once the children enter the classroom at 8.45am and again prior to the start of afternoon school. Any child arriving after this time will be marked as late (L). Children arriving at school after 9.00am, without a valid excuse (eg medical appointment) are marked as "late after registers close" (U) which counts as an unauthorised absence.

Registers are monitored weekly and parents of children with a significant number of "lates" are contacted by letter. If there is still no improvement in punctuality the parents are invited in to talk to the school. The School Liaison Officer may also attend these meetings if appropriate.

Late Collection

Children who are not collected by 3.15pm are late being collected.

If the child is still at school by 3.30pm, the school will attempt to contact their parents / carers by telephone. If this is unsuccessful the child will be taken to the Afste School Care Club whilst the school continues to attempt to contact parents.

Late collection will be recorded in the school office and monitored. Continual offenders will be contacted by the school and asked to attend a meeting to discuss our concerns.

Absence

We expect pupils to attend school every day when the school is open. When a child is absent from school, parents should inform the school by phone or letter on the first day of absence. Where the absence continues but there continues to be no contact from the parents, the school will attempt to contact them by telephone. Failing this the school will write to the parents requesting an immediate response and identifying the implications of continued non-attendance.

If a child is absent and we are not informed why on their return, a letter will be sent home requesting information.

Should we still fail to be informed of the reason after 2 days the absence will be marked as unauthorised.

If a child is absent from school due to a vomiting or D&V bug then it is the school policy for that child to remain absent for 48 hours after the child has been clear of symptoms. This helps to ensure as best the school can that there is not a spread across the school community of such bugs.

Holidays in Term Time

It is the school's policy not to authorise holiday during term time except in exceptional circumstances. The school has set criteria it would refer to should a holiday be requested, and a decision would be made accordingly.

It is important to stress that parents have no statutory right to remove a child from school during term time for the purpose of a holiday.

Penalty Notices for Unauthorised Absence

Penalty notices are issued in accordance with the Kent County Council Penalty Notice Code of Conduct section (February 2017) http://www.kelsi.org.uk/__data/assets/pdf_file/0017/62126/KCC-Penalty-Notice-Code-of-Conduct.pdf

Any parent who takes a child out of school for term-time leave of 10 or more sessions during any 100 possible school sessions, not authorised by the school, may receive a Penalty Notice. The unauthorised term-time leave does not have to be consecutive for a parent to receive a Penalty Notice.

Unauthorised absence will be referred for the issue of a penalty notice if:

- there are more than 10 sessions or 5 days unauthorised absence in a 50 day period
- there is known previous unauthorised term time absence in the last 3 years
- the pupil has been persistently late for 10 or more sessions after the register has been closed.

Other than in specific circumstances the liable parent will receive a formal warning of the possibility of a penalty notice being issued and given a maximum of 15 school days to effect an improvement.

Penalty notices can be issued by:

- local councils (through School Liaison Officers)
- head teachers (including deputy and assistant heads authorised by them)
- the police

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

MONITORING AND REVIEW

The school will monitor the attendance and punctuality of all pupils using the class registers and the Schools Information Management Database (SIMs). Class teachers will be kept informed regularly of any concerns as they are often the first point of contact with parents.

The school works closely with the SLO to monitor attendance and punctuality and to review policy and procedures.