

St. Andrew's CE (VA) Infant School

Attendance, Absence and Punctuality Policy



Title	Attendance, Absence and Punctuality Policy
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Author	
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Modification history			
Version	Date	Description	Revision author

Attendance, Absence and Punctuality Policy

General

Our stringent procedures are aimed at reducing absence levels and training both parents and children to have a responsible attitude towards punctuality and attendance. However, our children are not responsible for getting themselves to school and therefore rely totally on an adult.

Procedures for attendance, absence and punctuality are contained in the School Prospectus* which is given to all new parents before their child starts school. Parents are reminded via regular newsletters and fliers* to telephone school on the first day of their child's absence.

We record and report all absences honestly and do not 'cover-up' those unauthorised. Attendance targets are set annually, agreed by governors and submitted to Calderdale in line with government requirements. Infant children are susceptible to illness (e.g. coughs and colds, sickness bugs) and diseases (e.g. chickenpox). These unfortunately tend to spread quickly and widely as young children play and work more closely than older children, particularly in the Foundation Stage. We advise parents to keep children off school for 48 hours if they have been sick.

Procedure

1. Parents are asked to ring school to inform of their child's absence and give the reason. The absence is recorded on an Absence Slip* (kept in the office) which is then put into the class Attendance Register for the teacher to see. Slips are kept in the register for the year. When a child is absent from school the teacher marks a 0 in the Attendance Register. Admin staff then record the reason code (if known) using Statutory attendance Codes*. Guidelines for marking Attendance Registers* are adhered to by all staff.
2. Admin staff check the Attendance Registers daily and record all absent children in the Absence Monitoring Book. Each child's name is 'ticked' when we know the reason for absence and ringed in green highlighter if no reason has been given.
3. If parents have not informed us by 10:00am of the reason for their child's absence, admin staff will telephone or text and then record in the Absence Monitoring Book as above.
4. If, on the child's return to school there is still no reason forthcoming, an Absence Form* will be sent home (with the child) for the parent to complete and return.
5. If, despite our efforts there is still no acceptable reason given for the child's absence, it will be recoded as 'unauthorised'.
6. Attendance figures are recorded electronically on SIMS every Tuesday. Attendance data is submitted to the DfE via Census.
7. Overall attendance percentages are worked out for every child and class at the end of each term. Parents of children with less than 90% are sent reminder letters* with a copy of the Registration Certificate*. The EWO is also sent copies and may follow up with a letter. Class teachers receive a class attendance report.

8. The Head Teacher will liaise with the Education Welfare Officer in extreme cases of poor attendance.
9. Every child's attendance is reported to parents annually on their child's report (July).

Children Whose Attendance is Giving Cause for Concern

Children whose attendance is causing concern are very closely monitored and a list of these children is maintained at the front of the monitoring book. If the attendance of one of these children improves, the child's name is moved to an improvement/awareness column.

All reasons for absence of monitored children are recorded in SIMS and absence reason reports are run off if required.

Attendance records are also closely monitored for patterns of absence e.g. a certain day each month, PE days etc. If any patterns of absence are suspected, the Head Teacher will be informed. Initially she will have a word with the parent/s to ensure they are aware that a possible pattern has been identified. Hopefully this will be enough to discourage further absences of this nature. If these absences continue, the EWO will be informed.

Holidays

The Head Teacher cannot authorise absence during term time, in line with government legislation. Leave of absence will only be approved in exceptional circumstances. Dentist / doctor appointments are not exceptional circumstances. This must be requested prior to the date on a blue Absence Request Form*.

The Education Welfare Officer (EWO) will become involved where fines need to be issued.

Celebrating Excellent Attendance

Children with 100% attendance for a term are awarded certificates and given a congratulatory mention in the Newsletter along with the class having the highest attendance percentage each term. An overall annual 100% attendance award will be awarded in the Summer Term.

Punctuality

School opens at 8:50am. Attendance registers are taken at 9:00am and left open until 9:05am. A child arriving between 9:05am and 9:15am will be marked as 'late'. On arrival a 'late' child will be marked in the registers as 'L' and then taken to their class by one of the school administrators who will inform the class teacher of their arrival.

Children arriving after 9:15am without informing school beforehand, are marked as 'U' (unauthorised). In exceptional circumstances e.g. bad weather, heavy traffic etc. we are flexible. We also encourage a pro-active approach to lateness (within reason). If parents telephone school to let us know that they are going to be late, we will mark the

child 'L' (late) rather than 'U' (unauthorised) if they arrive after 9:15am but before 10:20am.

***Evidence Documents**

School Prospectus

Copy Newsletters and Fliers

School Attendance and Punctuality

Absence Slip

Statutory Attendance Codes

Marking School Attendance Registers

Absence Request Form

Letters to Parents

Child's Termly Registration Certificate

Policy Review:

This policy should be reviewed within 24 months of the date it was written by the Head Teacher and a named governor.