



TEWKESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

# Attendance & Punctuality Policy 2018

<b>Approved by:</b>	FGB	<b>Date:</b> March 2017
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<b>Last reviewed on:</b>	September 2018 by FGB
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<b>Next review due by:</b>	September 2019
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## Vision Statement

Tewkesbury Church of England Primary School is an inclusive Christian school where we strengthen our relationship with God and each other.

**Every** child is valued, challenged and nurtured to aspire to reach their full potential as a responsible member of the local and global Community.

**We** are a school which develops each child's self-esteem and self-confidence by providing a variety of educational, creative and social opportunities and experiences which embrace their passion for learning in the world of technology and competition.

**Key** to our success is the contribution of staff, parents, governors and the community in assisting each child's journey.

## **Aims**

We promote good attendance and punctuality to help achieve these aims

Good attendance and punctuality to school are essential for students to achieve their full potential and gain from all areas of school life.

## **.Responsibilities and duties of parents**

The law requires school-aged children to attend full time education and it is the responsibility of parents to ensure children attend school regularly (at least 95% attendance) and on time. The *Home School Agreement* clearly sets out Tewkesbury C of E Primary School's expectation of parental responsibility to make sure that children attend at least 95% of the time and arrive at school on time. All parents are encouraged to sign the *Home School Agreement*.

## **Sickness and medical appointments**

Children should stay home only in cases of real illness. Medical appointments should be arranged to take place outside of school hours to avoid missing the school day and should only be made during school hours in exceptional circumstances.

When parents are aware that their child is ill, they should send a note to the teacher or school office, or call the school office to make school aware of their child's absence. An explanation should be given. Please note that school need not accept a parental explanation for a child's absence if the explanation is questionable.

Parents must provide a medical note if their child requires more than two days' absence due to real illness.

## **Punctuality**

Children who arrive after 9.10am will have their names recorded in the lateness book and persistent lateness will be followed up by the Inclusion Lead. Parents will be required to attend a meeting with the head teacher to discuss strategies to improve punctuality.

## **Notification of absence**

Parents should notify school of their child's absence prior to the start of the school day on which the child is absent by calling the school office, providing a note or speaking with the school office or class teacher in person. Parents should provide a reason for their child's absence at this time.

Where school have not received notification from a parent of their child's absence, the school office will telephone parents between 9.10am and 9.30am on the day of the child's absence. If no contact is made, parents should provide an explanation to school office

staff or the class teacher on the child's first day of return to school. This will be recorded on the weekly sheet and formal records updated.

## **Responsibilities of the school**

### **Registers must be completed accurately at the appropriate times**

Registration of pupils is a legal requirement and takes place twice a day. Teachers must mark the register at the start of the school day and again after lunch.

If a child becomes unwell they should be sent to the office where their presence will be recorded by office staff.

### **Lateness must be identified on school records**

School records must show if a pupil is late. If a pupil arrives between 9am and 9.30am, a recording of late (before registers close) is made.

### **Liaison with the local authority**

School hold regular meetings with the local authority's attendance service and Education Welfare Officer (EWO). School are required by the local authority to report any child whose attendance is below 90% with no change after 6 weeks.

Children with less than 85% attendance will be discussed with the Education Welfare Officer, who may decide to issue a Fixed Penalty Notice under *Section 23 of the Anti-Social Behaviour Act 2003*.

Both punctuality and attendance are monitored in order to ensure support and encouragement for children and families who have difficulty achieving consistent punctuality and over 95% attendance. We provide recognition for children and families who achieve consistent punctuality and 100% attendance.

### **Holidays in term time**

There is no longer an automatic right to ten days' holiday in term-time. Family holidays will not be authorised in term time unless very exceptional circumstances exist and are agreed by the Headteacher.

### **Authorised and unauthorised absence**

Absence from school will be **authorised** for the following reasons:

- Real illness
- Unavoidable medical appointments
- Religious observance
- Exceptional family circumstances, such as a bereavement

- If permission has been requested, and granted by the Headteacher for an educational visit

Absence from school will **not be authorised** for the following reasons:

- Caring for family members
- Birthdays
- Absence of uniform
- Over-sleeping or missing the bus/train
- Shopping or haircuts
- Head lice (nits). These should be treated immediately with conditioner and a fine tooth comb
- Family holidays
- Failure to provide an explanation

### **Strategies for promoting good attendance and punctuality**

Tewkesbury C of E Primary School aims to provide an environment where every child feels welcomed and valued, and knows that they will be missed if they are absent.

School apply the following strategies to encourage punctuality and attendance:

- Children and parents will be reminded of the importance and value of good attendance through assemblies, newsletters and other means
- All children with 100% attendance for a term will receive a certificate.

### **Links with other policies**

This policy links to the following policies and procedures:

- Behaviour
- Child Protection and Safeguarding
- Code of conduct
- Complaints
- Curriculum
- First aid
- GDPR
- Health and safety
- Online safety
- Sex and relationship education
- Whistleblowing