

# **Offham Primary School**



## **Attendance & Punctuality Policy**

**Date of Policy June 2017**

**Review Date June 2018**

**Signed – Chair of Governors**

**Signed – Head Teacher**

# Attendance & Punctuality Policy



## Statement of Intent

Offham Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance and punctuality is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote high attendance and punctuality for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Head Teacher and Staff in partnership with parents have a duty to promote full attendance at Offham School.

## Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance and/or punctuality undermine their education and sometimes, it puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school every day their child is absent, unless a previously agreed time is given to the Attendance Officer. This is a safeguarding issue so that all parties know that your child is safe.

Pupils are expected to arrive by 8.40 am. All pupils that arrive late must be escorted by their parent/guardian to the school office and signed in late using the online system.

## The Role of the School Staff

**The Head Teacher has overall responsibility for attendance and punctuality.**

Class teachers complete a register at the beginning of each morning and afternoon session. Recording the attendance twice daily is a legal requirement.

It is the responsibility of the Head Teacher to ensure:

- Attendance and punctuality records are up to date.
- If no reason for absence has been provided, parents are contacted on the first day of absence.
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised.
- The appropriate attendance code is entered into the register (National Attendance Codes).
- Parents informed termly where child's attendance or punctuality figure is a cause for concern.

## Attendance Expectations

- 97 - 100% excellent attendance.
- 90 - 97% attendance - monitored through monthly attendance meetings by Head Teacher and Attendance Officer.
- Below 90% action by Head Teacher and/or Attendance Officer and if no improvement possible referral to the Inclusion and Attendance Service or Early Help.

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## Children Missing Education

No child may be removed from the school roll without consultation between the Head Teacher and the Inclusion and Attendance Service. Where a child is missing from education, Local Authority guidance is followed.

## Authorising Absence

Only the Head Teacher can authorise absence. Following KCC guidelines the Headteacher can only authorise absence for exceptional circumstances. If no explanation is received, absences will not be authorised.

The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell.
- Absence of siblings if one child is ill.
- Oversleeping.
- Inadequate clothing/uniform.
- Confusion over school dates.
- Medical/dental appointments of more than half a day without very good reasons.
- Child's/family birthday.
- Shopping trip.
- Family Holidays.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

## Lateness

At Offham the morning session starts at 8.40 am and the afternoon session at 1.40 pm. Registration closes at 9am and 1.45pm. If pupils arrive after the start of either session they must enter the school by the main entrance escorted by their parent and be signed in late using the online system.

If a pupil is marked as late before registration has closed, code "L" is used to register the lateness and the number of minutes late recorded alongside.

If a Pupil arrives after the register has closed, code "U" is used to register the lateness and the number of minutes late recorded alongside. Code "U" is **counted as an unauthorised absence**.

Frequent lateness will be discussed with parents by the Attendance Officer and/or the Head Teacher. If this does not improve the family can be referred to the Inclusion and Attendance Service, Early Help or receive a Penalty Notice.

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## Penalty Notice for Attendance or Lateness

A penalty notice may be given by the Inclusion and Attendance Service if:

- Lateness after the registers have closed (9am) for 10 times during any 100 possible school sessions – these do not need to be consecutive.
- Absence for 10 or more half-day sessions (five school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.
- Unauthorised absence for any formal school assessments, tests or examinations where the dates have been published in advance.

## Payment of Penalty Notices

- Arrangements for payment will be detailed on the Penalty Notice.
- A Penalty Notice may be issued to each parent liable for the offence (one per parent per child).
- The payment of a Penalty Notice discharges the parent or carer's liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the same period.
- Payment of a Penalty Notice within 28 days is £120 reduced to £60 if paid within 21 days of receipt of the Notice.
- Non-payment of a Penalty Notice may result in prosecution under the provisions of Section 444 of the Education Act 1996 or prosecution under Section 103 of the Education and Inspections Act 2006.

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## Appendix 1: Attendance and Punctuality Procedures and Rewards at Offham

### Attendance Procedures

- First day calling by 10am if a child is not in, and then every day child is ill, unless agreed times to call with Attendance Officer.
- If a child arrives after 8.41am marked as late.
- If a child arrives after 9am (close of registers) U.
- Attendance and punctuality formerly monitored termly. The Attendance Officer produces reports and discusses with Head Teacher.
- Attendance and punctuality for pupils with a concern monitored daily.
- Initial concerns regarding attendance and punctuality are dealt with by a phone call or letter from the Attendance Officer or Head Teacher to the parent/s.
- If no improvement a more formal letter is used and if necessary parent/s are invited to a formal meeting with Head Teacher.
- If still no improvement referral to School Liaison Officer if attendance/punctuality meets criteria for a referral.

### Rewards

- Class attendance and punctuality celebrated during Celebration Assembly on Fridays.
- Winning Class of weekly attendance and punctuality receive 'Attendance Ted' or 'Punctuality Pup' for the week.
- Termly certificates given for attendance throughout the year.
- Termly raffle for 98%+ attendance.
- Drop-off zone in carpark.
- Winning classes for attendance and punctuality for the term: all pupils receive a 'School Attendance Pen' or a 'School Punctuality Pencil'.

Attendance Officer to take termly assembly for certificates, pens and pencils with games incorporated to help children recognise attendance and punctuality expectations.