



Stanion C of E (Aided) Primary School

Attendance and Punctuality Policy

Our Vision - Love, Inspire, Flourish, Embrace – LIFE

The root of the ethos of Stanion Church of England Primary School is based on the two commandments in Saint Matthew's Gospel.

'Love the lord your God with all your heart, with all your soul, and with all your mind.'

'Love your neighbour as yourself'

Aims

- Stanion C of E (Aided) Primary School aims to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality
- Stanion C of E (Aided) Primary School sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents/carers to ensure the highest possible levels
- Stanion C of E (Aided) Primary School aims to achieve excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them

Rights and Responsibilities

Improving and maintaining a high level of attendance at Stanion C of E (Aided) Primary School is the responsibility of everyone in the school community, i.e. pupils, parents/carers, governors and all staff. There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

Parents /Carers

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Parents should ensure that, if their child is to be absent from school for any unavoidable reason such as illness, they should contact the school as soon as possible, on the first morning of absence. This is to be done by phone or in person. Verbal messages from relatives, friends, a child minder or children, e.g. siblings, will not be accepted and the school will always follow this up by contacting the parent/carer.
- Only the school can authorise absence on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason; the school will record such

absences as unauthorised. In some cases, this may be retrospective and authorisation may be withdrawn should circumstances arise leading the school to decide that the reason given was not truthful. If this occurs, this will be discussed with the parent.

- Parents should ensure that their child arrives on time for the start of registration (9 a.m.). Children arriving after 9.05 a.m. should report to the school office so they can be entered onto the register as late.
- Parents should avoid booking family holidays during term-time as such holidays will not be authorised.
- Parents should avoid making medical/dental appointments during school hours.

School responsibilities:

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress and personal wellbeing.
- Registers will be taken twice daily (at 9.00am and 1.30pm). Any child arriving after the close of the registration period will be recorded as "late" for that session. If a pupil arrives after 9.30am they will be registered as an unauthorised absence unless an appropriate explanation is received.
- Teachers will complete registers in accordance with guidance given by the Headteacher. The Headteacher will inspect registers weekly in order to ensure that they are being satisfactorily maintained and to identify any potential attendance problems at an early stage.
- Should a class teacher have any concerns about a child's attendance and punctuality, the Headteacher must be informed.
- Should a child be absent, the class teacher will enter the appropriate code in the register. Should no explanation have been received, the class teacher will inform staff in the office or the Headteacher, who will endeavour to make contact with the parent.
- All absence notes from parents should be dated and initialled by the class teacher and returned to the office, where they will be stored. Only notes regarding absences where there are concerns need be brought to the attention of the Headteacher, who may then choose to speak to the parents.
- Stanion CE Primary School will employ a number of strategies to promote regular attendance, including: publishing clear attendance information in the school's prospectus; appropriate personal encouragement for particular children; the publication of attendance data in the fortnightly newsletter; termly and annual certificates.

What are the school's responsibilities when a child is absent?

If a pupil is absent, all schools have a responsibility to contact the parent or carer **on the first day of absence** and continue to make every effort to locate the pupil. When the school have identified the child is not in school, they will follow the procedure below.

Day 1 - Phone call

A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home.

Day 2 - Follow up phone call

A subsequent telephone call must be made either from the school landline or preferably a mobile phone.

Day 3 – Write/email parents

The school will write to or email the parent in plain English, asking for contact to be made with the school immediately. Parents/carers will be given 3 working days to make contact. If the school is aware that English may not be the parent's first language, they will copy the letter into a language that may be more accessible.

Day 5/6 - Home visit

The school will arrange a visit to the home address ensuring that risk assessments are in place

Once the school have completed these checks (or within 10 days, whichever is earlier)

If the child has not been seen and the parents or carers have not made contact with either, schools must report the child as missing from education.

Governors' Responsibilities

- It is the Governors' legal responsibility to monitor and evaluate attendance at the school. Attendance figures are presented to the Governing Body on a termly basis.

Absences During Term Time

Any absence during term time should be avoided as this can have a damaging effect on a pupil's education and overall achievement. There are two main categories of absences:

- Authorised absence – when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- Unauthorised absence – when the school has not received a reason for absence or has not approved a pupil's absence from school after a request for leave of absence.

It is recognised that there may be exceptional reasons that may justify authorisation of absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are **exceptional circumstances** relating to the application.

Parents, guardians and carers must make an application in advance on the form headed 'Application for leave of absence during term time.' These are available from the school office. Leave of absence will only be granted where the headteacher considers it is due to 'exceptional circumstances' and parents or carers will be informed of the decision within 7 days.

Leave of absence taken without authorisation may be referred to the Education Entitlement Service at North Northamptonshire Council. This could lead to prosecution proceedings or a Fixed Penalty Notice. If issued, a separate Notice would be issued to each parent for each child. As at 1st September 2021 this stands at £60 per parent per child, which must be paid within 28 days.

Absence, Expectations and Follow-up

The school reviews attendance every half term. If a child's attendance for the term falls below 90% a letter will be sent to parents. Where high levels or patterns of absence are the result of recurring and frequent illness, the school reserves the right to request a doctor's/consultant's letter. Parents will also be asked to meet with the Headteacher to discuss the level of absence.

Punctuality

Children who are consistently late are disrupting not only their own education but also that of other children. Letters will be sent to parents/carers where children seem to be developing patterns of lateness. If lateness persists, parents /carers will be invited to attend the school and discuss the problem.

Adverse Weather and School Closure

The decision as to whether the school stays open in bad weather is delegated to the Headteacher. The Headteacher will keep the school open during severe weather whenever reasonably practicable. The school will only close when there are serious risks.

The decision whether to authorise pupil absence due to inclement weather rests with the Headteacher but the governing body has made the decision that absence due to bad weather will not be authorised for children living in the immediate vicinity of the school. For children who live further away, each case will be considered individually.

This Policy will be reviewed annually.

The governing body agreed this policy on Monday 15th July 2024

Policy Review Date – July 2025

Signed _____

Headteacher

Signed _____

Chair of Governors