



## **NONSUCH PRIMARY SCHOOL**

### **PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Date of Policy: May 2019  
Date of review: May 2020  
Author: Ruth Steynberg

The gates are opened at 08:40. Pupils should enter the school when the 08:45 bell is rung and should be in class as the 08:55 bell is rung. The gates are locked at 09:00 and late pupils must enter by the main entrance and report to the office.

#### **Registers**

These should be completed at the beginning of the morning and afternoon sessions. Morning register formally closes at 9.00am. Afternoon register formally closes at 1.20pm. Children should be marked as present with a diagonal line. An "O" should be entered if a child is absent.

Children arriving late should be marked as absent, and then given a late mark on arrival. Children's names, addresses and date of birth are kept in the register file. Computer lists are available from the office.

#### **Absence and Lateness Sheets**

These should be completed daily by teachers or office staff. The names of all children either absent or late are entered, and reasons are entered as soon as staff have been notified. Codes for absence are entered by the office staff at the end of the week when reasons for absence are recorded on the computer.

Parents are asked to telephone the school on their child's first day of absence and send a letter on return to school

**At the end of each week** the office staff will produce a register showing all marks for that period. (These are put in the register folder behind the Absence and Lateness sheets). Teachers should report any concerns to the Headteacher.

**At the end of each term** the office staff will print off a group analysis by attendance code report for analysis by the Headteacher.

**An attendance report** is sent to parents each term during the pupil/parent conference in the autumn and spring term and with the annual report in the summer term. All children are graded with Excellent/Good/Satisfactory or Poor for attendance and punctuality on their report. The Headteacher comments on any poor grades.

## **Attendance/Lateness**

Attendance Certificates are awarded to pupils who have a 98% - 100% attendance record at the end of each term

Any concerns about absence or continued lateness, should be referred to the Headteacher who will liaise with the School Attendance Officer if necessary.

If the registers have been sent down, the office staff should amend the register by changing the "O" to "L", and enter the time of arrival and reason on the "absence and lateness" sheet in the register.

If the registers have not been sent down, the class teacher must amend the register and fill in the information as above.

Parents are reminded that it is particularly important to inform the school if pupils who come to school on their own, are going to be absent.

If we have not heard from parents or do not know why they are away, the office will phone home at their earliest opportunity to ensure that the school remains informed as to where the children are.

Registers are monitored daily by the office staff. Any concerns are brought to the attention of the Headteacher.

## **Holidays in term time**

Governors do not encourage holidays in term time. Parents requesting leave for exceptional circumstances during term time must complete a blue request form (available from the office) well in advance of the leave and return it to the Head teacher for consideration. The office make a note of the leave in the "Leave Permission" form in the back of the register and file the blue form in the plastic wallet. If permission is not requested in advance or is not given, the absence should be recorded as unauthorised.

The headteacher monitors all requests for leave in term time.

An electronic record of all holidays taken in term time and all correspondence is kept.

Leave will not be authorised in the following instances:-

- ◆ holidays in the school term time including family 'big' birthday events or weddings.
- ◆ single day's leave for outings, treats, shopping, etc.
- ◆ if a pupil has a poor attendance record
- ◆ if the leave is requested during the SATS period or during the revision period before SATS.

## **Cause for concern**

Parents will be informed by letter or phone call by the head teacher if attendance is causing concern. The situation will be monitored (usually 3 weeks) and if the situation improves this will be the end of the process. If concerns persist the headteacher will meet with parents and a plan will be drawn up with the family to improve attendance. If this continues the school will refer to the LA guidelines ( Code of Conduct, Penalty Notices) and a penalty notice may be issued.

Currently this is £60 if paid within 28 days and £120 for those who pay within 42 days.

(Statutory Instruments No 1046 ' The Education (Penalty Notices ) (England) (Amendment) Regulations 2012)