



Attendance and Punctuality Policy

Rationale

1. Midgley School wishes to ensure that pupils gain the greatest benefit from their education. It is vital that pupils attend school regularly and on time, every day that the school is open unless the reason for absence is unavoidable. It is important that parents/carers ensure their child attends regularly and this policy sets out how together we can achieve this.

Aims:

- 2.1 To aim for the whole school target of 95% attendance
- 2.2 To reduce the number of late arrivals at school
- 2.3 To ensure that everyone is aware of the effect of absence on the child and the learning of others in the same class
- 2.4 To ensure that parents/carers are aware that ensuring their child's regular attendance at school is legally their responsibility and permitting absence from the school without a good reason creates an offence in law and may result in prosecution.

Broad Guidelines

- 3.1 If a child is absent, parents should contact school as soon as possible on the first day of absence and should continue to keep us informed
- 3.2 If school do not hear from the parent/carer on the child's first day of absence they will ring the child's parent to find out the reason for absence.
- 3.3 Absence will be monitored by the Headteacher and SBM on a half termly basis
- 3.4 Parents will be sent a standard letter detailing attendance figures if their child's attendance has dropped below 90%
- 3.5 Good attendance is celebrated by issuing 100% attendance awards and gift bags at the end of the school year.
- 3.6 All absences have to be classified as AUTHORISED or UNAUTHORISED:
 - AUTHORISED – good reasons like genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.
 - UNAUTHORISED – keeping children off school unnecessarily, shopping, birthdays, day trips and holidays in term time
- 3.7 Pupils with an attendance rate of below 90% are classed as persistent absentees. These pupils will be sent a letter as mentioned above. Pupils will be tracked and monitored through our CPOMS system and if absence continues a meeting will be set up with the EWO to look at ways in which school can support the family so that attendance improves

3.8 The school bell rings at 8.50am. Pupils arriving after 9.00am will receive a late mark in the register. Pupils with a persistent late record will be sent a standard letter and a meeting will be arranged with the EWO if punctuality does not improve moving forward.

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