



## Alderman Pounder Infant and Nursery School

### Policy for Pupil Attendance and Punctuality

**Document Owner:** Head Teacher

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**Review frequency:** Annual

#### REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Spring 2013	Summer 2014	New policy format (Julie Hemsley) Agreed at C&P meeting 28.02.13
1.1	Summer 2014	Summer 2015	Changes made (Julie Hemsley) Agreed at C&P 23.06.14
1.2	Summer 2015	Summer 2016	Authorised/unauthorised examples (Julie Shelton) Agreed at C&P 08.06.15
1.3	Autumn 2015	Summer 2016	Roles and responsibilities (Julie Shelton) Ofsted feedback Monitoring Changes to pupil reward system Information regarding extended overseas travel

## ***Getting to school – on time – every day***

### **Promoting attendance and punctuality**

Alderman Pounder Infant and Nursery School takes attendance and punctuality very seriously. Ensuring children attend school regularly and punctually and are collected on time is very important.

### **Why are attendance and punctuality important?**

Attendance and punctuality are important because:

- children need to attend school regularly so they can take full advantage of all the educational opportunities available
- poor attendance and persistent lateness undermines children's education and leads to them falling behind
- high attainment depends on good attendance
- children need to feel safe and secure

It is clear that a child who has regular absences or misses extended periods of schooling will find it difficult to catch up with work that has been missed and to keep up friendships within the class.

We work in partnership with parents so that all reasonable steps are taken to maximise attendance and actively discourage late arrival.

### **Roles and Responsibilities**

#### **Pupils**

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that prevent them from coming to school they should speak to their class teacher.

Pupils should attend all their lessons on time.

#### **Parents/ Carers**

Alderman Pounder expects that parents and carers will ensure their child:

- attends school regularly (legal requirement)
- arrives on time each day
- is picked up from school on time or knows how they are getting home
- wears the school uniform and is in a fit state to learn

### **Parents and carers will also be expected to:**

- notify Alderman Pounder on the first day of absence
  - by phone (0115) 9252928
  - by calling at the school office
  - by speaking with the child's teacher
  - by note to the teacher or the school office
  - by e-mail [office@aldermanpounder.notts.sch.uk](mailto:office@aldermanpounder.notts.sch.uk)
  - by medical certificate or doctor's note

It is essential, at this stage, to tell us the reasons for the child's absence and a likely date for return.

- contact the school if they have any concerns about any aspects of their child's life
- celebrate any attendance certificates and rewards their child may receive

### **School**

All staff at Alderman Pounder have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils have good attitudes towards learning, feel valued and are happy coming to school. Staff will act as good role models with regards to their own attendance and punctuality.

Class teachers will ensure that registers are completed promptly and accurately at 9.00am and 1.00pm every day. Office staff are then responsible for entering the marks onto the online registration system and for entering the prescribed codes for any children who are absent. Any pupil that arrives after the registers close at 9.15am and 1.15pm will count as absent. Pupils who arrive after 9.00am will be recorded as late in the late register.

Unexplained absence is always followed up by contacting parents to find out the reason for the absence.

The Head Teacher closely monitors daily patterns of attendance.

Attendance is monitored carefully at the end of each half term. All children will receive a printed copy of their attendance and a colour-coded sheet identifying categories of attendance. Any child dropping below 90% will be highlighted red and will become a school concern. School will invite the parents of these children to discuss reasons for the absence. Further support will be sought if the Head Teacher feel this is appropriate. Children with 97%+ attendance will receive a 'good attendance certificate' and those with 100% will receive a '100% certificate'. Certificates will also go to children who have worked hard to improve their attendance from the previous half term. At the end of every half term a 'Best Attendance Trophy' (BAT) will be awarded to the class with the highest percentage of children at 97%+ at a half termly attendance assembly.

Class attendance information will be reported to parents on the half termly newsletter.

At the end of a year their annual attendance figures are recorded on their Annual Report.

The Head Teacher will oversee, direct and coordinate the school's work in promoting regular and improved attendance. She will also ensure that up-to-date attendance data and issues concerning certain children or groups of children are shared with the senior leadership team, staff and governors. She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

### **Governors**

Governors will support the school in raising attendance. They will receive a termly report comparing school data to national averages and they will use the information to challenge and question the senior leadership team, ensuring that all possible attempts have been made to raise attendance in school.

Governors will discuss attendance and punctuality on a termly basis at the governors' Curriculum and Pupils' Committee meetings. Impact on previous attempts to improve individual attendance will be discussed and measured.

### **Authorising Absence**

It is the Head Teacher's responsibility to decide whether or not to authorise an absence. If doubts remain about the explanation offered, or where one is not forthcoming at all, the absence must be treated as unauthorised.

At this school, *absence will be authorised* when:

- a child is genuinely ill or injured
- a child has a genuine medical or dental appointment, although we strongly encourage appointments to be made outside of the school day
- a child is taking part in a day of religious observance
- a child is prevented from attending by an unavoidable cause

In certain circumstances, by prior agreement with the school, *absence may be authorised* when:

- a child has an external examination, for example, in music or dance
- a child is attending an interview or special event at another school
- a child is receiving some specialist tuition
- a family is moving house
- a family has suffered a **close** family bereavement

### **Holidays**

Changes to The Education (Pupil Registration) (England) Regulations 2006 issued by the Coalition Government's Education (Pupil Registration) (England) (Amendment) Regulations 2013 has

removed references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments also make clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

### **Extended Leave of Absence**

In considering absence for extended trips overseas Alderman Pounder will take account of the following:

- a visit to family overseas, which has a very different significance from a normal holiday
- such visits may be important in terms of children's identity and self-esteem as they grow up

Where extended leave of absence is granted there will be an expectation that the pupil will undertake some work during this period.

### **Arriving Late**

If children arrive late in class on a regular basis, it begins to affect their attitude to learning, as well as their work. It disrupts the rest of the class and often upsets the child who has to join the class after lessons have started.

The register is marked at the beginning of each school session – both morning and afternoon. Children arriving after the register has been taken are marked as arriving late or, if arriving part way through a session, noted in the *Late Book* at the school office.

We ask parents to complete a late book when they arrive after 9.00am or after 3.15pm. This book is monitored closely by the Head Teacher. Parents are informed if their child is consistently late and a letter is sent in order to seek their support in improving the situation. In addition all children now take home a 'lost learning' note which highlights the impact of their lateness.

### **Coming and Going during the School Day**

Sometimes children need to arrive or leave during the middle of a school session. This may be for a medical or other appointment or if a child is taken ill during the day. Parents are asked to inform their child's teacher in advance of all such occasions. In addition, all such comings and goings must be reported to the school office at the time so that we have an accurate picture of exactly who is in school. Children must not arrive or leave between 12.00pm - 1.00pm. This is for safety reasons.