

Holtsmere End Infants and Nursery School



ATTENDANCE POLICY

July 2016

At Holtsmere End Infants and Nursery school we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality. We promote the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. Regular attendance at school is a key component of the education of the children; the school can only achieve these aims if it works closely with all stakeholders to ensure good attendance. The purpose of our School Attendance Policy is to promote regular school attendance and contribute to learning, achievement and the education of the whole child.

We will do this by:

- creating a climate where regular attendance and punctuality are valued by the whole school community – children, parents and carers, staff and governors
- improving overall attendance of children, and reducing levels of authorised and unauthorised absence
- giving support and guidance to parents, carers and children
- giving parents carers and children regular information about attendance rewarding classes and children and celebrating attendance which is good or has improved
- rewarding classes with the best attendance each week

- entering all children with 100% in a prize draw on a weekly basis and publishing these results in the weekly school newsletter
- working in partnership with Hertfordshire Attendance Team and other agencies

The School will:

- give a high priority to attendance and punctuality
- ensure that daily records of attendance are maintained according to Government legislation and guidance
- make contact with parents/carers on the first day of unexplained absence
- keep children, parents and carers informed about whole school/class attendance and punctuality through newsletters, letters to families and certificates etc.
- contact parents concerning poor attendance and/or unsatisfactory punctuality
- not authorise holidays taken during term time in line with Government guidance
- update governors regularly regarding whole, class and individual attendance

Parents and Carers are expected to:

- ensure that each child attends school regularly, punctually, properly dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly and being punctual
- be aware of the attendance policy of the school
- take an active interest in their children's education, praising and encouraging good work and behaviour, and attending parent's evenings and other relevant evenings
- work in partnership with the school to resolve issues which may lead to attendance difficulties
- inform school on the first day of absence explaining the reason for their child's absence from school
- keep regular communication with school staff where there are concerns or difficulties
- keep the school informed of changes in contact details

- avoid arranging medical/dental appointments during school hours where possible
- avoid booking holidays during term time as leave will normally be declined
- collect children promptly from school as they become upset if they are not collected at the same time as everyone else. Our staff regularly attend meetings after school and are unable to do so if they need to supervise a child who has not been picked up.

Children are expected to

- attend school regularly and punctually
- be ready to learn

School hours:

- doors are opened at 8.30 am for the morning Nursery and children are collected at 11.30 am
- afternoon Nursery starts at 12.20pm and finishes at 3.20pm
- for the Reception classes and KS1 the doors are opened at 8.45am with all children expected to be in school by 9.00am. School finishes at 3.05pm.

School holidays

- Holiday dates are published on the school website
- Newsletters are sent out with reminders of dates of school holidays

Lateness

- Parents and carers telephone if their child will be late for school
- Parents and carers are asked to sign a register in the office, explaining why the child is late for school after the classroom doors are closed at the start of the day.
- The attendance and late book is checked regularly and follow up action may be taken

Rewards for good attendance

- Each week classes with the best attendance receive a certificate in Assembly and is awarded 5 minutes extra playtime.
- Individual children who have excellent attendance are entered into a prize draw each week with an attendance band as a prize.

Authorised Absence

MEDICAL APPOINTMENTS

Medical appointments should be arranged out of school hours when possible.

The school should be informed when an appointment in school hours is unavoidable.

Children should be returned to school after a medical appointment, unless it is very near the end of the school day, or if they are unwell.

ILLNESS

Parents and carers should contact the school by telephone on the first day of absence and continue to update the school until the child returns.

LEAVE OF ABSENCE

The school is rarely able to authorise any holidays during term time as a result of Government guidance. In very exceptional circumstances, considered on an individual basis, authorisation will be considered.

The Governors have agreed the following statements about family holidays taken during term time:

- children taken out of school during term time cannot receive the full education which they are entitled to
- children taken out of school during term time receive a poor message about the value of their education
- children taken out of school during September suffer if they are absent when all the arrangements and systems of a new class are being introduced
- children taken out of school during September suffer particularly when friendships have been established in their absence
- governors do not accept savings in costs of holidays as a valid reason for withdrawing children from school during term time
- governors and head teacher are required to consider requests for authorised absences from school.

Requests for family holidays during term time

Amendments to the 2006 Pupil Registration [England] Regulations which came into effect on 1st September 2013, remove all references to family holidays and extended leave for holidays during term time.

Head teachers may not grant any leave of absence unless there are 'exceptional circumstances'.

- An application form for Leave of absence should be requested from the Office and completed by parents, not less than three weeks before the first day of leave of absence.

- The form asks parents and carers to describe the exceptional circumstances which have led to an application for leave of absence from school during term time.
- The Head teacher will consider the application on an individual basis.
- Parents and carers may be asked to come into school to discuss their request with the Head teacher and member of the Governing body.

Holidays should not be booked before authorised absence has been agreed by Head Teacher.

Poor attendance and lateness

The Attendance Improvement Officer [AIO] inspects registers every half term, and liaises with the school on a regular basis to give advice and support.

Parents and carers will be contacted about persistent absences or lateness. Parents and carers may be invited to school to discuss problems.

The Head teacher has overall responsibility for attendance.

This policy has been reviewed by Governors – July 2016
Next review 2018