

St Barnabas Church of England School

Attendance and Punctuality policy

Working together we can aspire, learn and achieve through our Christian values of love, obedience, kindness, forgiveness, respect and honesty.

Introduction

The governors and staff at St Barnabas Church of England School consider regular attendance and punctuality a school priority. Attending school on time every day is one of the main factors in determining your child's future and opportunities in life.

While accepting that medical conditions and illness do necessitate absence and acknowledging that in an infant school children are more susceptible to early childhood infections the school aims to encourage and assist all families to achieve high levels of attendance.

We recognise that some of our children's families are of faiths other than Christianity and as such may request occasional holidays for religious observance. Attendance is overseen by the head teacher and reported to governors at each full governing body meeting.

Additionally it is overseen for children in receipt of pupil premium to ensure their attendance is in line with non-pupil premium children. The governor with responsibility for pupil premium does this. The family support worker will contact parents where attendance or punctuality is a concern and there is no clear medical reason for frequent absence. We aim to support parents in improving attendance and punctuality with regard to our Christian values and ethos.

Punctuality

All pupils should arrive in school between 8.45 and 9am. Children should be accompanied into the school grounds and left at the porch or EYFS entrance under the supervision of the adult on duty. Children should NOT be dropped from cars or left at the gate to bring themselves into school. Registers are taken in class at 9am and pupils arriving after this time must all come to the main office entrance and sign in the late book. They are marked as present in school but with a late mark. After 9.15 am children will be marked as absent with an unauthorised code and parents/carers asked for an explanation. Notification of emergency medical or dental appointments should be made by telephone to the school office by 9am. Frequent lateness will result in a request for a meeting with the family support worker to help eradicate it.

Parents and Carers

Parents and carers are responsible for ensuring their child attends school punctually every day, dressed in school uniform with the correct equipment and ready to learn.

If a child cannot attend school for any reason parents and carers are asked to notify the school by telephone or e mail on the first morning before 9am and thereafter for every day of absence unless the medical reason necessitates a length of time off school e.g. chickenpox. Pupils' absence from school will be regarded as unauthorised until a satisfactory reason has been notified to and accepted by the school. Parents and carers whose children have very poor attendance said to be through illness will be asked for confirmation of visits to their GP to explain the absence. It is requested that routine medical appointments e.g. dental check-ups, asthma clinics etc. are made outside of the school day wherever possible.

If the school has not received an explanation for absence then a telephone call will be made and a reason sought. The call will be logged in school- in the absence diary.

If no contact has been received by mid morning contact will be made with other names on the school contact sheet in the order in which they are listed.

On the second day the same procedure will be followed and a letter sent home if no contact has been made.

If no contact has been made by the fifth day then a home visit will be carried out. A referral to Education Entitlement Service for a child missing education will be made after ten days absence. If there are concerns regarding a vulnerable child then a home visit or a referral may be made earlier.

Attendance of all children is monitored regularly.

Planned time away from school

Parents and carers should not plan to take holidays in term time and the governing body in line with government and local authority guidance will not authorise holidays during term time. Parents and carers who wish to take their child out of school for any reason during term time must make their request in writing to the head teacher explaining what the purpose of the absence is.

Parents and carers choosing to take holidays during term time may be referred to the education entitlement service after a period of five consecutive days- 10 sessions of unauthorised absence. They may also be referred after any five unauthorised days during a six week period. A fixed penalty notice of £60 per week per parent per child may be issued. If a child does not return to school after a period of holiday they will continue to be marked as unauthorised for up to ten further days. After this period the Education Entitlement service will be informed and their place may be taken off the school roll and not available for them on their return.

Exceptional circumstances

These have not been clarified by the government or the local authority but governors have agreed that authorisation will be given for ballet, dance, music exams etc. also for funerals and for weddings of close family members. If the wedding is abroad then a day either side of the wedding will be authorised for travel.

Rewards

Many children attend school regularly and most absences are for genuine illness or religious observance. The school recognises this and rewards good attendance by announcing a weekly winning class who hold the attendance cup each week. The winning class enjoy some extra playground time.

Termly certificates given in celebration assemblies.

End of year book tokens for those with full attendance for the year and those with one or two days absence.

Monitoring

Percentage attendance for each class and for pupil premium children is given at each full governing body meeting.

Policy adopted by the local governing body November 2016

Review date November 2018