

## DRIFFIELD JUNIOR SCHOOL

### ATTENDANCE AND PUNCTUALITY POLICY

*This policy should be read in conjunction with the school's Child Protection Policy and other relevant safeguarding related policies.*

Please note:

From September 2013, in accordance with the 'Absence from School for Exceptional Circumstances Policy', no holidays during term time will be approved for any pupils.

#### OVERVIEW

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

#### OBJECTIVES

1. To ensure that all learners attend school well.
2. To ensure that all learners are punctual.
3. To achieve the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

#### STRATEGIES

1. All staff will complete registers accurately for each session. The attendance officer will monitor registers closely and draw to the headteacher's attention any absences that are cause for concern or suspicion.
2. Learners arriving late after 9.00am via the school office will be signed in the late book and recorded on the register as late, and the attendance officer will monitor this closely. The headteacher will involve parents on an individual basis at an early stage if lateness is becoming a concern
3. Pupils arriving at school after 9.30am will be recorded as 'U' in the register, which means the lateness is unauthorised for the morning session, unless we have prior notification that is deemed acceptable by the headteacher. The headteacher will involve parents on an individual basis at an early stage if unauthorised lateness is becoming a concern, in order to avoid a penalty notice being issued.
4. It is the responsibility of parents/carers to telephone or notify the school by other means by 9.30am if their child is unwell or will be late for school for whatever reason. A full explanation should be given. It is not acceptable to say the child is unwell without more detail of the nature of the illness. If the illness continues beyond two days, parents/carers should contact school again on the third day of absence to update us.

5. If a child does not arrive at school and we have not been informed of a reason, as detailed above, the attendance officer or her representative will contact parents/carers as soon as possible and this will be noted on the child's attendance file. Vulnerable pupils' parents will be a priority to call first.
6. Where a learner is developing a particular pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.
7. The headteacher, as part of her monitoring of pupil progress, will always check attendance data for those pupils whose progress is a concern.
8. Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.
9. Non-compliance with the school's efforts to monitor and improve pupil attendance may lead to parents/carers being issued a penalty notice from the Local Authority.

### **OUTCOMES**

This school will do all it can to work with parents/carers to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

Spring 2017

Review Date: Spring 2019