

Dalton School

Attendance and Punctuality Policy

School Vision

To inspire an aspiration for individual and community success, through hard work, bold endeavour, respect, resilience and partnership.
From little acorns, mighty oaks will grow.

Aims:

- To ensure that no pupil is held back because of their background or educational needs
- To enable pupils to have a sound grounding so that they will be able to develop their full potential

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (Where the school approves pupil absence e.g. medical reasons)
- Unauthorised (Where the school will not approve absence e.g. holidays)

Parental Responsibility:

- Ensure that pupils attend school regularly
- Inform school on the first day of absence before 9:00am
- Ensure that pupils arrive at school on time (8:50am)
- Provide an explanation for the absence / lateness (phone call or letter)

School's Responsibility:

- Mark the register at the beginning of each session, 8:50am and 1:15pm and close the register at 9:00am and 1:20pm
- Record authorised and unauthorised absences using the correct codes
- Monitor attendance regularly
- Inform parents when attendance falls below 96%
- Refer causes for concerns to Attendance & Pupil Support Officer (APSO)
- To have procedures in place for improving attendance
- To ensure that no pupil is discriminated against because of background, culture, religion (including religious holidays) or educational needs

N.B Following advice regarding safeguarding, all Nursery children will be monitored daily in the same way as the rest of the school.

Family holidays during term time

- Holidays during term time will not be authorised.
- If parent/carers still decide to take their children away on holiday during term time they must avoid examination periods e.g. SATs in May and Phonics Check in June
- They will receive a letter not authorising the holiday.
- The school reserves the right to issue a Penalty Notice in line with Kirklees Code of Conduct should unauthorised holidays take place
- The code 'G' will be entered for unauthorised holidays.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we, and you, must seek to avoid.

Leave of Absence (other than holidays) - An absence record of 90% represents 10% of missed teaching and learning time

Leave of absence for pupils will not be authorised by the Headteacher unless there are exceptional circumstances. It is at the Headteacher's discretion to determine what is considered to be "exceptional" and advice may be taken from the local authority. Your child's previous overall attendance will be taken into account when making a decision.

If you need to take your child out of school during term time, for any reason other than medical and/or a religious holiday (a maximum of 3 days across two Eid holidays), you **MUST** make a request in writing, well in advance of the absence.

You also need to be aware that if your child fails to return to school following 20 days of absence, he/she is at **risk of losing** their school place

Penalty Notices may be issued:

- Where parents have not sought permission from the Headteacher before taking their child out of school during term-time
- If the Headteacher has refused the request but the absence occurs anyway
- If a pupil has not returned by the agreed date with no satisfactory explanation
AND
- Where the individual leave of absence has been recorded by the school as unauthorised in the attendance register on at least 10 consecutive session (5 School days)

Consequences of unauthorised absence

- The possibility of a Penalty Notice being issued (to each parent for each child)
- The possibility of losing the school place, and the risk not being re-admitted to the school
- The possibility of prosecution under Section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence
- The possibility of a fine up to £2,500 or 3 months imprisonment for non-payment of a penalty notice should the case go to court

Lateness

- Registers close at 9:00am and 1:20pm and all pupils are expected to be in school for registration at these times. Any child arriving later than 9:00am should enter via the main entrance reporting to the school office.
- Pupils who are consistently late (when there are two or more lates in 1 week) will have a letter issued to parent/carers who will be asked to give reasons for the lateness.
- If pupils arrive at school later than 9:30am it will be recorded as unauthorised absence for the morning session using the 'U' Code

If you are worried about your child's attendance at school what can you do?

- Talk to your child, it may be something simple
- Talk to the class teacher or Key Stage Leader
- Talk with our Community Liaison Officer or Learning Mentor

School Actions

Daily

- Teaching Assistants and Teachers will meet and greet pupils on entry into school and classroom
- Pupils will be reminded about the importance of good school attendance
- The teacher has a statutory duty to mark the register daily by 9:00am and 1:20pm
- Registers will be checked and first day contact calls will be made by phone or home visit if necessary
- Late arrivals and reason will be recorded and monitored

Weekly

- School will send home late letters when there are two or more lates per week
- Classes will be informed about their attendance during an assembly and successes will be celebrated

Fortnightly

- All children's attendance that is highlighted as a concern will be reviewed, including children in Reception and Nursery under the statutory school age
- In some cases class teachers will invite parents in to school to talk about their child's attendance and help will be offered. If attendance continues to be a concern then parent/carers will be phoned by the appropriate Key Stage Leaders.
- Individual cases will be reviewed on their own merits and letters will be sent to parent/carers as and when required
- Attendance and punctuality issues are addressed with APSO, Senior Leaders, Learning Mentor and Community Liaison Officer.
- Undertake home visits or school meeting with Senior Leaders and parent/carers, where appropriate, identified through the reviewed or continued absence
- When action is required, legal process will be followed
- Medical absences will be monitored and medical evidence will be requested if necessary

Other School Strategies

- Termly attendance letters (coloured coded –Red, Amber & Green) will be issued to inform parent/carers about their child's attendance
- School has its own Breakfast Club (opens daily at 8am) to encourage punctuality
- Staff members will go and pick child(ren) up from their home address as a one off support or in an emergency
- 100% termly attendance certificates will be issued in an assembly
- Classes with the highest termly attendance will receive a class reward (agreed by class and teacher)
- The website will state clearly the importance of attendance and half termly attendance data will be shared
- Nursery staff will inform Community Liaison Officer / Learning Mentor about all absent children so that first day contact can be made
- APSO will meet with parents to draw up a 'Parent Contract'
- Failures to follow 'Parent Contract' will result in legal proceeding and/or a fine
- Pupils may be referred to a school nurse should absences due to ill health become lengthy or frequent
- 'Leave in Term Time' forms will be discussed and an authorised or un-authorised absence will be determined
- School will reply within 5 working days to all requests received, informing parent/carers of whether the request has been authorised or not
- Paperwork for all unauthorised leave taken will be completed and submitted, so that fines/warnings can be issued by the authority

Useful Numbers

School Number: 01484 538729

Community Liaison Officer: 01484 538729

Learning Mentor: 01484 538729

Attendance and Pupil Support Officer (APSO): 01484 221919

School Website: www.daltonschool.co.uk

Next review date: Autumn 2025