



## Attendance and Punctuality

### Policy Statement 2018-2021

Every child has the right to an education (Article 28).

#### 1. Aims

1.1 As a school we aim to:

- Ensure high levels of attendance and punctuality of all our pupils
- Maximise all children's attainment and progress
- Maximise opportunities both in school and in later life
- Maintain parents' and pupils' awareness of the importance of regular attendance

1.2 Good attendance and punctuality is important because:

- There is a direct link between poor attendance and underachievement
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Pupils arriving late may cause disruption to the learning of others

1.3 As a parent you can help us by:

- Ensuring regular school attendance and be aware of their legal responsibilities
- Contacting school on the first morning of all absences before 9am explaining the reason and saying when your child will return.
- Contacting school to inform us that your child will be arriving late and providing a reason
- Only allowing days at home for genuine illness. We have a number of very experienced First Aiders in school and we will contact you immediately if we have any concerns about your child's health.
- Arranging dental and doctor's appointments out of school hours
- Bringing your child to school before and returning them after a hospital or other medical appointment
- Keeping us updated if your child has an extended period of absence due to illness
- Talking to school as soon as possible about your child's reluctance to come to school so that problems can be quickly identified and dealt with
- Talking regularly with your child about school and how they feel about it. Children are more likely to attend if they feel supported and parents speak positively about their school and their class teachers

- Notify school immediately of any changes to emergency contact details or change in home address
- Ensuring that your child is appropriately prepared and organised for each school day by bringing homework, reading books, swimming kits, packed lunches etc to school on the correct days
- Encouraging good habits as soon as your child joins our school in Nursery or Reception, so that they quickly become familiar with school routines

1.4 To ensure high levels of attendance, our school will:

- Follow up on unexplained absences by phone calls, texts or by a home visit on the first day of a child's absence
- Remind parents and children of the importance of regular attendance and punctuality in newsletters, the school prospectus, assemblies
- Let you know if we have any concerns regarding your child's attendance or punctuality
- Publish your child's attendance on his/her annual report
- Acknowledge and reward good attendance
- Inform parents/carers via series of letters or meetings regarding their child's punctuality and/or poor school attendance

## **2. Absence**

2.1 In the first instance the Headteacher has the right to authorise or unauthorise any child's absence in school.

2.2 Authorised absence

- Some absences are unavoidable and are known by 'authorised absences'. For example if a child is ill, family bereavement, religious observance
- We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we will endeavour to resolve this

2.3 Unauthorised absence

There are times when children are absent for reasons, which are not permitted by law. These are known by 'unauthorised absence'. Examples of unauthorised absence are:

- Waiting for a delivery
- Going for a family day out
- Sleeping in
- Going shopping
- Because it's your child's birthday
- Unapproved holidays
- Parents are unwell
- No money for bus fare

- Where there is no explanation for the absence or where the explanation or reason is considered unsatisfactory.

### **3. Parental request for Absence from School for Holiday**

3.1 With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays. Instead, headteachers will only be allowed to grant leave of absence if they are satisfied exceptional circumstances exist.

3.2 As a result of the revised regulations, the school does not authorise any family holidays in term time. If parents/carers, contrary to what the school has said, still decide to take their child out of school for a holiday then the absence will be recorded as unauthorised. This can lead to the involvement of the Local Authority Legal Intervention Team and the possible issue of a 'fixed penalty notice' amounting to £60 per child per parent/carer which increases to £120 if not paid within the first 21 days. These have been introduced as part of the government's drive to improve attendance.

### **4. The start of the school day**

- All pupils enter the school building at 8:50am. Our Nursery sessions begin at 8:45am and 12:45am.
- At 9am, once all of the children are in class, the register is taken.
- Our school doors remain open until 9am. Any children arriving between 9am and 9:30am, should enter school via the main school reception and parents / carers should sign the children in giving a reason as to why they are late. An L symbol is entered into the register indicating they are late after registration.
- If pupils are brought to school after 9:30am, they are marked in the register with a 'U' code indicating they have arrived to school after the register has closed.

### **5. What is good attendance?**

#### **5.1 *Every School Day Counts***

At Harlow Green we expect that every child's attendance is **at least** 96.1% each academic year.

<b>365 days in a year</b>	<b>190 school days</b>	<b>Absence</b>
100% attendance	190 days attendance	0
95% attendance	180 days attendance	2 weeks absence
90% attendance	171 days attendance	4 weeks absence
85% attendance	161 days attendance	6 weeks absence
80% attendance	152 days attendance	More than half a term
75% attendance	143 days attendance	9+ weeks absence

90% attendance is the equivalent to missing 100

If you take your child on a 2 week holiday in term time, attendance for the year immediately drops to 95%.

90% attendance means half a day's absence each week; 4 weeks over the year and half a year's absence over 5 years!

90% attendance is equivalent to a full month off school in an academic year!

## 5.2 **Every Minute Counts**

Lateness = Lost Learning

At Harlow Green we expect that every child comes into school at 8:50am, so that they access all planned learning time.

5 minutes late each day	3 days lost learning
10 minutes late each day	6.5 days lost learning
15 minutes late each day	10 days lost learning
20 minutes late each day	13 days lost learning
30 minutes late each day	19 days lost learning

## 6. **Monitoring and review**

- We will contact families where concerns are raised about absence and punctuality
- We will promote good attendance and punctuality as part of everyday school life

- We will review the schools attendance and discuss concerns about individual children's attendance and decisions taken about the next stage of intervention on a half termly basis, or more regularly if we feel there are specific issues. If a child's attendance does not improve we will make a referral to the legal intervention team and parents may be prosecuted.