

Lillington Nursery and Primary School

Attendance and Punctuality Policy - January 2017

Aims:

- To secure Lillington Nursery and Primary School's overall attendance target of 97% for 2016-2017 academic year.
- To enable parents and pupils to see the effect attendance has on achievement and on building relationships with peers.
- To have a system of rewards which encourage individual children and whole classes to attend regularly through weekly and termly congratulations assemblies.
- To enable all parents to understand the importance of good attendance and punctuality through letters and their child receiving certificates and prizes.

Statutory Duty:

The Education Act 1996 Section 7 requires parents and guardians to ensure their children receive efficient full time education, either by regular attendance at school or otherwise.

By law, all children of compulsory school age must get proper full-time education. Parents are responsible for making this happen. Every child is entitled to 190 days education by law.

Further guidance on Law and Regulations can be found on the reverse of the 'Application for Leave of Absence for a school pupil in term time in exceptional circumstances only'.

Rewards:

- Children are given a certificate and a prize.
- 98%+ attendance for each term
One term - Bronze certificate
Two terms- Silver certificate
Three terms - Gold certificate
- 100% attendance for the whole school year the child receives a voucher as well as a gold certificate.
- On a weekly basis a Super Attendees certificate and superhero toys are given to the winning class for the highest attendance.

Absence Procedure:

- Parents should inform the school of absence or lateness with a phone call, a letter or email. Phone calls should be made to school before 9.00am if a child is going to be absent from school.

- Office staff contact parents on a daily basis and record the reason for absence.
- If attendance drops below 95% a letter will be sent home to inform parents/carers. If attendance does not improve, a second letter is sent with a school target. If there is still concern, absences will be unauthorised unless medical evidence is provided and input from the Attendance Compliance Enforcement officer will be sought.
- If your child or children has a medical appointment, please bring evidence in the form of an appointment card, hospital letter and/or prescription to the School Office for verification.

Leave of Absence:

- A request for Leave of Absence form should be completed in the office 6 weeks prior to leaving for a holiday for an extended period of time. The Leave of Absence Form is attached.
- The Head Teacher will only authorise Leave of Absence for exceptional circumstances.
- If the child does not return to school following the authorised period of absence a letter will be sent to parents. Attempts will be made by the school to contact parents. If there is still no response or a valid reason for the pupil not returning to school provided, pupils will be removed from the school roll and reported to the Missing in Education officer.

Attendance Strategy:

- Staff are on duty in the playgrounds from 8.40am
- School is open to pupils from 8.50am - 9.00am.
- All registers must be marked by 9.00am.
- The school uses the 'super hero' strategy to encourage and reward good attendance.
- Attendance is monitored on a daily basis, in the mornings and in the afternoon following lunchtime.
- The school will send out letters to arrange meetings with parents, to discuss Persistent Absence. Support will be offered. (E.g. Early Help)

Punctuality Strategy:

- The school monitor punctuality on a daily basis.
- Children arriving after 9.00am and up to 9.10am will be marked late.
- Children arriving 9.10am onwards will be marked late after registration closes.
- At 9.00am doors to all buildings will be closed and locked. Pupils must enter the school via the doors to the School Reception where they will receive a late mark and be escorted to their class by a member of staff.
- School will monitor punctuality on a half termly basis.

Policy Review date: Jan 2019