



## **ATTENDANCE AND PUNCTUALITY POLICY**

At our school, we believe:

- Regular school attendance and punctuality is essential if our pupils are to make the most of the educational opportunities available to them.
- Time is a very valuable and important concept which we need to nurture and develop within our pupils.
- The importance of regular attendance and being punctual needs to be impressed on our pupils as part of their preparation to be successful in their adult life.

We acknowledge that irregular and late attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment, pupils suffer a loss of experiences that cannot be entirely regained and impedes the child's ability to develop friendship groups within school.

This policy seeks to ensure that all staffs and parents are aware of attendance and punctuality matters in school.

This policy will aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising awareness of the importance of good attendance and punctuality;
- Ensuring that attendance/punctuality is monitored effectively and reasons for absences/lateness are recorded promptly and consistently.

### **Parental Responsibility**

Parents have the prime and legal responsibility to ensure that their children attend school regularly and punctually and stay in school for every lesson after they have registered.

Parents may be prosecuted if a child does not attend school regularly and punctually.

This will be done under the 1996 Education Act and aims to ensure that parents carry out their duty to secure suitable education for their children.

### **Parents will:**

- Provide up to date contact numbers and change of address
- Ensure that their child arrives at school on time, with breakfast, is appropriately dressed, with their planner and in a fit condition to learn and benefit from the education offered to them.
- Give a reason for any lateness;
- Offer a reason for any period of absence, preferably before the absence or on the first day of absence;

- Keep requests for absence to a minimum;
- Work closely with the school to resolve any problems that may impede a child's attendance;
- Not take holidays during term-time and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances;

### **School Responsibility**

Our School has a responsibility to provide education and promote regular attendance of all statutory school age children.

The Attendance and Pupil Support Service is the department at the Local Authority who is responsible for pupil absence. As well as providing guidance and support through its officers, may take a parent to court for not fulfilling their duty under section 444 of the Education act 1996.

### **The school will:**

- Give high priority and positively support punctuality and regular attendance
- As a statutory responsibility record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions in the register of attendance.
- Do registration once at the start of the morning session and once during the afternoon session.
- Record in the register whether a pupil is present or absent. If absent, record whether absence is authorised or unauthorised.
- Absences which are not notified by parents will be followed up by a phone call from school and if parents are unable to be contacted a letter will be sent home requesting reason of absence.
- Develop procedures that enable the school to identify, follow up and record unauthorised absences, patterns of absences with effective monitoring and intervention;
- Develop effective strategies to promote and maintain attendance and punctuality;
- Encourage open communication channels between home and school;
- Encourage children to have a positive attitude towards attendance and punctuality so that they can retain this into adult life.
- Adequately provide for pupils with difficulties

### **Strategies to encourage and maintain high standards of attendance and punctuality**

- New parents are introduced and made aware of our attendance and punctuality policy
- Letters concerning poor attendance and punctuality are sent out
- Three late arrivals within a six week period will result to a detention where the children will miss break and lunch.
- Individual Parents will be called into school to meet with the Head/SMT if there are more than three late arrivals within a six-week period
- Attendance certificates are awarded to children for full attendance
- Punctuality is promoted through class rules
- A record of attendance and punctuality is also given on the written school report.

### **Recording**

The class teacher will do an online register of who is present and absent from school at **8.30am**.

Any late pupils should then enter the school through the main entrance and report to office where it will be recorded. All staffs need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.

Register is again taken at the start of the afternoon session.

Reasons for absence may be offered verbally by phone but must be followed by a letter on the child's return to school. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence.

This decision will be made within the guidance set out in the 1996 Education Act which identifies the following reasons as acceptable reasons for an authorised absence:

- The child is ill or is prevented from attending by unavoidable cause;
- The child is absent on days exclusively set apart for religious observance;
- The child is absent 'with leave'. ie. leave being granted by the school, only in special circumstances
- A reason for a period of absence is always required. The school will contact parents who have not offered a reason.

### **Monitoring**

The senior management team will review the attendance of all the pupils on a termly basis and any pupils identified as a cause for concern having less than 90% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending.

The pupil's attendance will be closely monitored and if after a two-week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the head teacher to discuss the issue and hopefully resolve any issues preventing the pupil from attending. If the parent/s does not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the EWO will be made.

### **First day calling procedure**

Following information sent to all Kirklees schools, we would like to make you aware of a change in procedure when a child is absent from school. This procedure is being followed by schools in Kirklees, after being advised by the Kirklees Safeguarding Children Partnership (KSCP).

To help us to safeguard your family, please contact us as soon as possible if your child is absent from school and let us know of a reason for absence. You can do this by selecting one of the following methods:

- Online Absence Form ([www.rghs.org.uk/AbsenceForm](http://www.rghs.org.uk/AbsenceForm))
- Phone: 01924 925915
- Email: [info@rghs.org.uk](mailto:info@rghs.org.uk)

Our school follows the first day calling procedure. Please refer to our first day calling procedure on our website. Should you require a copy of this please contact the office.

### **Requests for Leave of Absence**

If parents wish to request a period of leave they are required to complete an absence permission form. If the request is denied, the school will inform the parent of the reason. Leave of absence will **not** be offered to pupils for family holidays except under special/ exceptional circumstances and will not be authorised for more than 10 days in 1 academic year.