



# **Attendance and Punctuality Policy**

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# Attendance Policy

## 1. Aim

The aim of The Globe Primary Academy's attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as much as is possible.

The Globe Primary Academy takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school, as they should be. We endeavour to work with families to make sure that any problems or circumstances, which may lead or be leading to poor attendance, are given the right attention and appropriate support.

This document is supported by our policies on **child protection** and **Safeguarding, Anti-Bullying, Positive Behaviour** and **Missing Pupils in Education**.

Attendance Percentage	Information for parents and carers
96% to 100%	<p>Your child has good or very good attendance!</p> <p>Thank you for helping them to be here regularly.</p>
91% to 96.1%	<p>Your child's attendance is of concern as it is falling below the national average. Please contact the school without delay to discuss how we can work together to improve your child's attendance</p>
90% or below	<p><b>Your child's attendance is of serious concern.</b></p> <p>The school will be in contact with you to help improve your child's attendance.</p>

## 2. Legal framework

The *Education Act 1996* states that:

**The parent of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable —**

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

**A person begins to be of compulsory school age —**

- (a) when he attains the age of five, if he attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

**A person ceases to be of compulsory school age** at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- (b) if he attains that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

The Globe Primary Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this document accordingly.

### 3. Roles and responsibilities

#### Governing body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- annually review the school's attendance rules and ensure that all provisions are in place to allow school staff, parents and children to implement the rules effectively
- nominate or identify a member of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff
- work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA or academy trust within an agreed timescale each year as required
- take time at governors' meetings to regularly review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year

- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- ensure that they are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff
- ensure that senior leaders make the necessary referrals to the local authority (LA) and other relevant agencies in individual cases of non-attendance
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future.

### **School leadership team**

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full review
- ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues
- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them
- nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job
- report to the governing body each term on attendance records, data and provision
- ensure that systems to record and report attendance data are in place and working effectively
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- produce a monthly newsletter on attendance and support information on attendance for families including detailing in the newsletter any current attendance reward systems
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

### **Teachers and support staff**

As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily
- contribute to strategy meetings and interventions where they are needed

- work with external agencies to support pupils and their families who are struggling with regular attendance.

## Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance at home
- encourage and support their children's aspirations
- ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment
- follow the set school procedure for reporting the absence of their child from school (**see section 4**), and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the Headteacher (**see section 4.5**)
- sign a home-school agreement.

## Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- be aware of the school's attendance rules, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable
- bring a note of explanation from their parents or carers to explain an absence that has happened or is foreseen
- follow the correct set school procedure if they arrive late (**see section 4.7**). Pupils are held responsible for this and it is made clear to all pupils what this procedure is by their form tutors. This will help the school to monitor attendance and keep accurate records for the child's individual attendance, and is also vital for health and safety in the event of a school evacuation
- sign a home-school agreement.

## 4. Procedure for reporting absence and categories of absence

It is the responsibility of the Headteacher to authorise any child's absence from school. Therefore, absences will be treated as unauthorised until the school is satisfied that I should be authorised.

***Parents/carers cannot authorise absences and should be aware that while calling the school***

***or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.***

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences they should follow the school's safeguarding procedures.

To report your child absent from school due to illness/sickness you will have to call the School Office where you will speak directly to a member of the School Office team. This is so that we can briefly discuss your child's illness with you and avoid follow up calls later in the day. For a prolonged absence, this should be followed up with a written note from the parent/carer of the child. Alternative arrangements will be made individually with non-English speaking parents or carers.

#### **4.1 Illness**

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on each day of absence. When the child returns to school they should bring a note from their parent explaining the absence – this is for the school records.

Children can still attend school with minor ailments (toothache, headache, stomach ache, colds, sore throats) as over the counter medicines can be given before school. We will contact you if they become too ill to attend school. Children must stay off school for 48 hours if they have diarrhoea or vomiting.

Absences due to illness will only be authorised for up to three days in a row. On the fourth day in a row, we will only authorise the absence if we receive medical evidence in the form of an appointment card, prescription or phone records that show you have contacted your GP surgery. Examples of acceptable medical evidence can be found in the policy. In addition, if your child's attendance level is below 90%, you will be invited to discuss your child's absence and may be asked to provide medical evidence for all future absences.

#### **4.2 Medical or dental appointments**

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible and provide an appointment card or letter, which clearly identifies the time and date of the appointment.

#### **4.3 Authorised absences**

There may be some exceptional instances where the school will authorise absence such as for a family bereavement. Please see the Absence in Term Time policy for further details.

#### **4.4 Exclusion**

Exclusion is treated as an authorised absence. The Headteacher will arrange for work to be sent home.

#### **4.5 Family holidays and extended leave**

Parents should make every effort to ensure that term time and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing on the Request for Absence form that can be found on the school website and in the school office to the Head of school (at least 4 weeks in advance of the leave being taken). In the case of unforeseen exceptional circumstances, such as a family bereavement that requires the child to travel significant distances within the UK or to another country, this will be taken into consideration.

**Retrospective applications will not be considered and this time taken will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Head teacher's decision is final on whether the request is approved and the length of absence approved.**

All requests for authorised absence will be responded to in writing. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Head of School's decision whether to authorise any request for absence during term time.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to further action by the school or prosecution by the local authority.

We will not agree any absence during term time under the following circumstances:

- Immediately before and during assessment periods (SATS) for year 6 pupils
- Immediately before and during assessment periods (SATS) for year 2 pupils
- When a pupil's attendance record already includes any level of unauthorised absence
- Any period of leave taken without the agreement of the school (this will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice).

### **Supporting evidence**

Please note that where a request is made and is authorised, it will only be on the understanding that the following evidence will be requested and is provided:

- Any required trip abroad – proof of flight details, including a proposed date of return. If flights have to be changed by an airline which directly affect the return date, then proof of this will also be required.
- Attendance at an event – proof of this, either a ticket or programme that includes a list of attendees.

### **4.6 Religious observance**

The Globe Primary Academy recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will consider authorising absence for these times.

Parents will be aware of these dates and should request the absence in the normal way by giving the school a written request in advance.

### **4.7 Persistent Absence**

A pupil becomes a 'persistent absentee' when they miss 10% (2 days a month) or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

Persistent Absence pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

## **5. School action: following up absences**

Class registers are held centrally and checked by the School Office staff at the end of the registration periods. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. If a pattern of unauthorised absences emerges, the Inclusion Manager and Headteacher will contact the parent or carer to discuss possible reasons and school support systems that could help.





Parents/carers will be contacted if a pupil gives a reason for an unauthorised absence and there is doubt about the truth of the excuse.

The School Office will chase parents/carers for written explanation regarding their child's absence upon the pupil's return from being away. This is for the school records and is necessary no matter what the reason or length of the absence.

The school reserves the right to take action against parents and carers where there is little or no improvement in a pupil's attendance despite support from school. This action includes recommendations for fixed penalty notices to be issued by the Local Authority in line with national and local guidance.

## 6. Punctuality matters too!

**missed minutes = missed learning = missed opportunities!**

### Late arrival

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning **registration begins at 08:35 hrs for pupils in Years 3 to 6 and at 08:45 hrs for pupils in Reception and Years 1 and 2.** Pupils who arrive after this time but within the registration period will be marked as attending school.

**The morning registration period ends at 08:55 hrs for pupils in Years 3 to 6 and at 9:05 hrs for pupils in Reception and Years 1 and 2.**

Pupils who arrive after the registration period has ended must go straight to the School Office with their parent/ carer to sign in and give a reason for their lateness. A late slip will be issued by the School Office staff to the pupil who must hand this to their class teacher on arrival at the classroom.

**Any child who arrives for school later than 9.05 (KS2) and 9.10 (KS1) will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice if the problem persists.**

If your child has a persistent late record (3+ days late, or 20 minutes of lost learning) you will be asked to meet with the Deputy Headteacher or Head of School to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time. We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

The school also takes the attendance register during the afternoon of each school day. If a pupil is not present at the time that the afternoon registration takes place they will be marked absent. Any unjustifiable reason for absence will be marked as unauthorised.

Persistent lateness may result in further action being taken by the school if an improvement in lateness does not occur despite support from school.

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

19 days lost a year through being late = 90% attendance = Persistent Absence.

**Some strategies to support improving punctuality**  
**Night time routines**





- Encourage children to pack their school bag before going to bed, ready for the next day.
- Getting to bed earlier.
- Setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.

### Morning routines



- Setting the alarm for a time that allows all morning routines to be carried out without making them late for school.
- Having breakfast before leaving home, so there is no need to call in at the shop on the way to school.
- Encourage them to leave home at least five minutes earlier than they think they need to.
- Meeting a reliable friend to walk to school with.
- Coming to school for breakfast club if available.

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**Signed by:**

\_\_\_\_\_ **The chair of governors**

**Date:** .....

**This document will be reviewed annually**