

# Eccleston Mere Primary School

## Attendance & Punctuality Policy



**Approved by:**

**Date:**

**Last reviewed on:**

**Next review due  
by:**

### **MISSION STATEMENT:**

Eccleston Mere aims to ensure the achievement of high levels of attendance and punctuality by all children.

Eccleston Mere has two Attendance officers.

### **RIGHTS AND RESPONSIBILITIES:**

#### **SCHOOL:**

- Eccleston Mere expects pupils to attend school regularly and to arrive on time.
- Staff should set a good example in matters of attendance and punctuality.
- Eccleston Mere will work closely with parents should attendance/punctuality give cause for concern.

#### **PUPILS:**

We will encourage children to accept responsibility for their own attendance and punctuality. (This will be in relation to age).

#### **PARENTS:**

Parents are legally responsible for ensuring that their child attends school regularly and punctually.

Parents are responsible for informing the school at once of the reason for any absence (by letter, phone call or personal visit). School operates a "First Response System". If school does not know of any reason for a child's absence by 10:00am an Attendance Officer will contact parents by telephone or text. In certain circumstances further investigations would take place.

### **REGISTRATION:**

Morning Registers will be taken punctually each day at 9.00 am.

Afternoon Registers will be taken at 1.00 pm (Infants) 1:30pm (Juniors).

Registers will be saved at 9.05am by teachers.

A child's presence at registration will be required for a mark of attendance.

After 9.05 the school gates are locked and children must enter through the main front office. All children after 9.05am must be signed in via the InVentry System by parents or office (appropriate to age)

Children who arrive after 9.05am are recorded as late (L)

The office staff will adjust the registers accordingly.

The registers are closed at 9.30am children arriving after this time are recorded as late after registers close (U). This mark counts as an unauthorised absence.

We will try to accommodate children with difficult circumstances.

### **AUTHORISED/UNAUTHORISED ABSENCE:**

All absences must be explained by parental note, phone call or in person by a reliable adult.

Absence from school will be authorised if it is for the following reasons:

- Sickness (I)
- Unavoidable medical appointments (M)
- Days of religious observance (R)
- Exceptional family circumstances (C)

### Medical Appointments

Parents are encouraged to make all but essential or unavoidable appointments outside school hours. Parents must show appointment cards if a child is being taken out during school time. School will keep a copy of all letters/cards so that the register can be marked accurately.

### Leave of Absence during term time

The law states that the Headteacher can only authorise leave of absence during term time in exceptional circumstances. Parents must apply for leave of absence and must supply evidence of any exceptional circumstances for the Headteacher to consider.

Family holidays during school time will be unauthorised except in very exceptional circumstances with the support of evidence.

### **PROCEDURES FOR FOLLOWING UP ABSENCE/LATENESS**

If a pupil is absent at morning registration without explanation, school will contact home by telephone/ text All absences are recorded in SIMS.

When a pupil is persistently late or absent and the school's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the school's Education Welfare Officer for further investigation.

If a pupil is persistently late or absent the Head Teacher or Attendance Officers will write to the parents/invite the parents into school to discuss their child's attendance. Depending on the circumstances a variety of letters will be sent out to parents. Please see the attendance monitoring folder for all letters sent to parents and monitoring procedures.

### **STRATEGIES FOR PROMOTING GOOD ATTENDANCE/PUNCTUALITY**

In the belief that all pupils are more likely to attend regularly if the curriculum is lively and meets their needs, this curriculum will be regularly reviewed. The curriculum will be monitored and developed to meet the needs of all pupils.

Our school expects every child to achieve an attendance of 96% or above.

Pupils whose attendance falls to 90% or below are categorised by the government as Persistent Absentees (PA's). Pupils who fall into this category will be monitored and discussed. Where appropriate further action may be taken to support an improved attendance this may include:

- Letters
- School attendance meetings with support plans- referral to the Education Welfare Service.
- Where attendance becomes a serious issue legal proceedings may be considered under section 4441/1A of the Education Act 1996

Good attendance will be promoted and certificates awarded. The children play "Ping Pong" during Friday's celebration assembly to reward good attendance. 100% certificates are given at the end of each term. At the end of the year prizes are given for 100% attendance and outstanding attendance (96+%) and best school career attendance in Year 6.

Parents will be kept regularly and fully informed of all concerns around attendance and punctuality.

Letters will be sent to parents when their child's attendance is cause for concern and also when punctuality becomes an issue.

Reports will be made by the Head Teacher/ Attendance Officer to the school's governing body on the issue of attendance/punctuality.

Pupils are to be constantly reminded of the importance and value of good attendance.

Pupils who have been absent for any extended period of time will be integrated back into school through a structured and individually-tailored programme.

Parents will be kept informed of school's attendance and late marks via the EMU.

All issues which may cause a pupil to experience attendance difficulties are to be promptly investigated by the Head Teacher/Mentor

This document adheres to government regulations and guidance that can be found on [www.legislation.gov.uk](http://www.legislation.gov.uk)

#### Relevant legislation

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006
- Parental responsibility measures for school attendance and behaviour
- Children missing education