

Chapel Street Infants and Nursery School



Attendance Policy

Signed: Kelly Lupton

Date: Nov 2022

Review Date: Nov 2023

Everyone is special... believe in yourself!

Chapel Street Infants and Nursery School sets high standards for all its students; it provides opportunities for them to achieve their full potential and be the best they can be. School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We recognise that we will only achieve this aim by working together, in a partnership, with governors, students, parents/carers and with members of the wider community.

Parents/carers and pupils can expect from the school:

- Regular, efficient and accurate recording of attendance through session registers.
- Early contact when a pupil is absent without explanation.
- Support for pupils and families in order to achieve the highest possible levels of attendance and punctuality
- Referral of specific attendance issues to supporting agencies where appropriate.

Aims

- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents and carers aware of their legal responsibilities.
- Consistent, clear communication with parents and pupils about the importance of regular, prompt attendance.
- All children to have at least 95% attendance (If you take your child on a two week holiday in term time attendance for the year immediately drops to 95%).

Expectations

We expect that all pupils will:

- Attend school every day.
- Arrive at school promptly, lined up by 8.55am.
- Come to school appropriately prepared for the day.

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure their child arrives at school punctually and ready for the school day.
- Ensure they contact school by 9.30am on each morning of any absence.
- If possible, inform school, in advance, of any medical or dental appointments, but please try to keep any health appointments out of school hours whenever possible.
- Notify school immediately of any changes to contact details.
- Ensure a leave of absence form is completed, in advance, for any planned absences from school available from the school office.

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How school encourage good attendance and punctuality:

- Weekly celebration of the class with the highest attendance through the presentation of SAM the school cheetah (School Attendance Matters).
- Weekly celebration of the classes with all children arriving on time through adding stickers to their class poster of SAM.
- Governors regularly monitor attendance, punctuality and carry out periodic 'late gates'.
- Consistent implementation of Attendance Action Plans where attendance issues are identified and support is required.
- 100% stickers are awarded termly.
- 100% certificates and stickers are awarded annually and for consecutive years.
- Parents and carers are notified of their child's attendance figure including any lates on their child's termly report.

How the school responds to non-attendance and lateness:

- Keeping regular and accurate records of morning and afternoon attendance and punctuality.
- Contacting parents on the first day of any absence if no reason has been received. (Contact will initially be by telephone).
- If there is no response to the first contact a second telephone call will be made, this will include the use of any additional contact numbers provided by parents; it may also involve referral to our Education Welfare Officer.
- If there is no response to the second contact, School will continue to attempt to make telephone contact.
- Where a pattern of non-attendance/lateness is emerging the parent/carer is informed and support offered from school staff to help resolve the difficulties.
- After 3 late marks a letter will be sent to advise parents of an issue. If there are a further 3 lates, parents will be reminded of our policy. If lateness persists to 9 sessions notice of referral to an attendance panel will be given.
- The school has an average attendance figure over the past three years of 96.4%. The school will closely monitor non-attendance patterns and when a pupil's attendance figure drops below 90% we will put into place an action plan to improve the situation. The procedure will be as follows:
 1. Initial telephone call/conversation to discuss any immediate problems.
 2. If no immediate improvement is seen, then a meeting will be arranged with the Headteacher to understand any issues and to seek improvement.
 3. If further problems occur, an action plan will be initiated.
- Where there is no response to school intervention and where the absence or pattern of absence/lateness has persisted, the school will refer to the Local Authority Inclusion Team. This will be done through the Attendance Action Plan review process and will involve an Attendance Review Conference with the Local Authority Inclusion Officer.

As part of our Safeguarding procedures, non-attendance is always followed up by school.

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Leave of Absence During Term Time

Schools are required to refuse requests for holidays during term time. We advise that wherever possible, absence from school should be avoided as it can have a serious effect on a child's educational progress and can create difficulties for them upon their return. It is important to note that only the Headteacher can authorise absence, of any description, from school. Parents /Carers cannot authorise absence themselves.

An unauthorised absence from school is any absence that is deemed not to be an acceptable reason for missing school. Unauthorised absence from school can carry the risk of prosecution under section 444 or 444(1A) of the Education Act 1996.

The Headteacher may grant leave of absence only in exceptional circumstances. If you believe that your circumstances are exceptional you must discuss the matter with the Headteacher. Case law identifies that any holiday or event that can be arranged during school holiday periods should not be authorised during the school term.

Please avoid taking a holiday in September as it is very unsettling for a child to miss the start of the school year. We strongly advise against taking children out of school in the summer term due to formal assessments taking place.

Penalty notices(fines) will be issued, by the Local Authority Inclusion Officer, for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

- The amount payable on issue of penalty notice is currently £60 if paid within 21 days or receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Penalty notices are issued one to each parent/step-parent, for each of their children in school.

Our Local Authority Inclusion Officer is Nicky Braund-Smith.

Responsibilities

It is the responsibility of the class teacher to mark the attendance each morning and afternoon. Absences should be accurately recorded with the appropriate code. Children who are late but arrive before the registration period ends should be marked as an L. Those arriving after the registration period ends should be marked as a U.

Registration Periods Morning 8.55am – 10.30am Afternoon 1:00pm – 1.10pm

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School office staff will follow up any absences after the registration period closes with a phone call and will register any child arriving at school after registration ends. Attendance data is stored electronically on the school's Management Information System and reports will be accessed when relevant to provide information to assist the school in strategically managing attendance issues.

Monitoring

Every term the office staff will produce an attendance and punctuality report from our MIS (Management Information System). The SLT and Attendance Governor will identify any key issues and actions. Attendance will be reported to the full governing body annually.