

# **Attendance and Punctuality Policy**

**Written: April 1999**

**Last Revision Date: March 2018**

**Next Revision Date: March 2019**

**Regular attendance is important:**

At Albion we expect all children to attend school every day unless they are ill. Good attendance and punctuality is vital if pupils are to take full advantage of the educational opportunities available to them. Children with good attendance do better in school.

Albion Primary School:

- recognises that parents have the primary responsibility for bringing their children to school on time every day
- believes absence and lateness damages children's achievement, their friendships and their relationships in school
- believes not attending school and or being late can place children in unsafe situations, as well as impact on their future choices

Under Section 7 of the Education Act 1996 parents are required to ensure that their children receive full time education. The school seeks to work in partnership with parents to promote good attendance. Failure to send children to school could lead to prosecution and fines.

**In order to promote regular attendance we will:**

- give parents details on attendance in newsletters
- reward good attendance with a termly certificate
- share attendance information termly with parents at academic review meetings and in the end of year report
- write to parents if we are concerned about their child's attendance
- refer parents to the EWO if further support is needed

### **Parents and Carers**

**If your child is absent you must:**

Contact us as soon as possible on the first day of absence to give reasons. This could be by personal visit to school, written note or a telephone call

**If your child is absent, the following procedure will apply:**

1. If we have not heard from you, the school administrator will telephone you on the first day of absence
2. If we do not speak to you, we will text you
3. If we do not hear from you, your child will take home an absence slip on their return to school and you must complete this and return it to your child's class teacher
4. If your child's attendance falls below 94% we will write a letter to you to inform you of our concerns about your child's attendance
5. If your child's attendance falls below 90% we will write to you inviting you in to discuss the situation with a member of the Senior Leadership Team
6. If there is no improvement, we will refer you to discuss the situation with the EWO
7. If there is still no improvement, the EWO can recommend that a penalty notice is served. The final decision will be taken by a panel from the Southwark Early Help Team
8. At any time, we may ask you to provide a doctor's certificate/letter to show reasons for your child's absence

**Glossary of terms used in this policy:**

SLT - Senior Leadership Team

SCW - School Community Worker

EWO - Education Welfare Officer

EWAS - Education Welfare Attendance Service

**Holidays in Term Time:**

If parents are requesting term time leave this must be put in writing to the Headteacher. Southwark EWAS supports schools in discouraging absences. The Headteacher no longer has any discretion to authorise absence for family holidays. The school may not grant any leave of absence during term time

unless **there are exceptional circumstances**. If a holiday is taken, this will be unauthorised and a meeting may be set up with the parents and the school's EWO.

**Unauthorised Absence:**

Absence of pupils without valid reason or where no explanation is given, must and will be treated as unauthorised absence.

Pupils who are frequently absent as a result of illness may be referred to school nursing and/or EWAS. The fact that a parent may offer a note or other notification in relation to a particular absence does not oblige the school to accept it as a valid reason for absence. Albion Primary School will consider the nature of the absence, its frequency, whether advance notice is given and the overall attendance pattern of the pupil. If in the opinion of the school the explanation offered is unacceptable, the absence must and will be treated as **UNAUTHORISED**.

The Albion Attendance Panel meet half termly to review individual children whose attendance falls below 94%. The panel will then decide next steps and interventions to support families.

**Punctuality**

The school day starts at 9.00am. A pupil arriving late may seriously disrupt not only his/her continuity of learning but also that of others. Where a pupil arrives after 9.30am their lateness will be marked as unauthorised absence. Emerging patterns of lateness will provide grounds for investigation and possible prosecution.

In responding to lateness, Albion Primary School will take into account individual circumstances in each case. It may be that late arrival results from unavoidable circumstances, however, Albion Primary School will seek an early meeting with parents where lateness is an issue and problems will be discussed.