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Attendance and Punctuality Policy

What is this policy for?

This Attendance and punctuality policy is to ensure:

- That all children have access to a wide variety of learning opportunities
- That all children understand the importance of good attendance at school
- Clear procedures and guidelines are laid down for parents and staff.
- Regular and prompt attendance occurs for all children.

The vision for Attendance and Punctuality

At Hutton CE Primary School we believe that if pupils are to benefit from education, good attendance is crucial. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100% attendance for all our pupils and will celebrate this achievement.

If there are problems that affect a pupil's attendance we will investigate, identify and strive, in partnership with parents and pupils, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focussed approach aimed at returning the pupils to full attendance at all times.

When and how is Attendance and Punctuality recorded?

Registration Procedures:

The Children can enter the school from 8.45 am. The children go or are taken directly to their classrooms where they complete 'Do Now' activities which revisit previous learning. Registers are kept open until 9 am when they are closed and returned to the office. Class teachers will encourage children to be on time.

Parents who regularly send their children late to school will have a letter sent from the headteacher specifying how many times late in the term their child has been and the impact this has on the child. If this reoccurs the EWO will be involved.

Lunch register

The lunch register is also taken at 9:00am. If a child is to have a school lunch, this must be paid in advance via Parentpay. It is helpful to the office if this can be a regular pattern for each term.

Lateness Procedures:

Children arriving after 9:00am are deemed to be late and are recorded as such in the register. If a child is late they must report to the school office in order to be recorded as present for the day.

There are two negative results caused by lateness:

- The loss of education suffered by the pupils themselves, which if repeated over a year can add up to a significant proportion of their time in school.
- The disruption to other children in the class as the teacher's attention is taken from the task at hand.

If pupils are regularly late then a letter requesting an explanation will be sent to parents.



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First Day Absence Procedure:

All absences must be reported to the school on the first day of non-attendance by 9:00am. A valid reason must be given for such an absence. If the school receives no message either by phone or letter, a phone call will be made to the home in order to determine the reason for absence. Leaving a message on the answer-phone is acceptable – please leave child's name, class and reason for absence.

If the parent is unobtainable a letter will be sent requesting information. If the above actions do not elicit an explanation for the absence a second letter will be sent and the Educational Welfare Officer (EWO) will be consulted.

Taking holidays during term time:

The Government has issued new guidelines which prohibit head teachers from authorising any holiday during term time except in very exceptional circumstances.

Taking holidays during term time can have a very detrimental effect on a child's education. Not only do they miss the work whilst they are absent but it often takes them time to pick up concepts when they arrive back in school. Therefore, the school **will NOT authorise holiday during term time.**

Cheaper holidays, working hours, visiting relatives, or birthdays are NOT exceptional circumstances and therefore will not be authorised. If you take unauthorised holiday you are likely to be fined. If you do this more than once you may end up in court for non-attendance at school.

Roles of Staff involved with attendance:

Our attendance administrator receives calls regarding absence and monitors the registers weekly. Any discrepancies or patterns of non-attendance are reported to the Head teacher who follows up any unexplained absences or lateness.

Any unauthorised absence is referred to our Educational Welfare officer.

Each month, the attendance administrator records the percentage of attendance for the year to date. Anyone falling below 95% attendance is reviewed.

Remember that having only 90% attendance means that a child has missed half a day of school every week of the year!

How do we measure success in Attendance and Punctuality?

Reward Systems:

Each week during our Celebration worship the class percentage attendance figures are read out for the week. The classes receive points for attendance,
3 points for the class with the highest attendance
2 points for the class with the second highest attendance

1 point for the class with the third highest attendance.

In addition, classes with:

100% attendance receive 3 points,

99% attendance receive 2points

96%+ attendance receives 1 point.



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The purpose of this is to ensure all classes are competing for the attendance points, not allowing any one class to get too far ahead so that the other classes stop competing. At the end of the term the winning class will receive a prize of extra golden time for their success.

Any child with 100% attendance for the term will receive a certificate. Special certificates are awarded to those with 100% attendance for the year.

Target Setting

Attendance figures have been monitored for the past few years, and a record is kept of the overall school attendance. This information is reported to Governors regularly. The current target is 97% attendance.

Targets for attendance are set annually and the Governors check whether they have been met. Part of the Governors evaluation will be to look at the interventions which have been successful including:

- Has the attendance of individual pupils and /or attendance as a whole improved?
- Has the school been successful in raising the profile of attendance and the policy and procedures operating within the school?
- Have attendance issues been included as topics in school assemblies, personal/social/health (PSHE) lessons, or as a theme for any other curricular lessons?

Resources

Standard letters are used at various stages of the process. However these are personalised to each parent and the circumstances.

Community Involvement & Collaborations

The Educational Welfare Officer (EWO) works alongside school in order to monitor attendance. The EWO will conduct Late Gates, and tackle parents who are late to school. She will also conduct home visits and hold attendance clinics if required.

Monitoring and Evaluation.

The school staff monitor the attendance daily and any discrepancies are followed up by the administrator.

The Senior Leadership team monitor the standards of Attendance and Punctuality to ensure the child's educational attainment does not suffer from such absences.

The Educational Welfare Officer (EWO) monitors attendance termly. Attendance data is reported through the Head teacher's report to the Full Governing Body termly.

The Local Education Authority has a system of fixed term penalty notices. This is a system of fines, which can be imposed if a child has unauthorised absences, or if a child's attendance is deemed to be too low. The school will keep you informed if a child's absence is in danger of reaching this level. Details of these fines can be found on the North Somerset Pupil Absence Request for Exceptional Circumstances.

Policy written: May 2020

Philippians 4:13: I can do all this through Him who gives me strength
Attendance and Punctuality Policy – May 2020



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Policy review: 2021

Ratified by the Local Governing Body and signed by chair or vice-chair:

Jane Barry

15/06/20

LGB Chair