

# Attendance and Punctuality Policy (CST - BWA)

This policy applies to all pupils, parents and staff at Boston West Academy.

Copies of the policy are available on request, in large print or other accessible formats if required.

This policy should be read in conjunction with the school's Registration of Pupils Policy

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## 1. Statement of intent ¶

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for

supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children, but we have set an annual school target of 96.8% for 2017-18

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered, it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

## 2. Department for Education (DfE) guidance -School Attendance (2014) ¶

The DfE states that schools should:

- promote good attendance and reduce absence, including persistent absence
- ensure every child has access to full-time education
- act early to address patterns of absence

And that parents must:

- perform their legal duty by ensuring children of compulsory school age who are registered to a school must attend regularly

And that pupils must:

- be punctual to their lessons.

We believe good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically

- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

### 3. Promoting good attendance ¶

The foundation for good attendance is a strong partnership between the school, parents and the child.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our regular/  
/newsletter/website.
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance through individual certificates and class trophies.
- Set targets for attendance.
- Liaise with parents, pupils and staff to raise attendance levels across the school.

### 4. Roles and responsibilities ¶

#### **Responsibilities of the school's attendance lead**

A member of the senior leadership team will oversee, direct and coordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them

to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

### **Responsibilities of classroom staff**

- Ensure that all pupils are registered accurately.
- Promote and reward good attendance with pupils at all appropriate opportunities.
- Liaise with the attendance lead on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

### **Responsibilities of pupils**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

### **Responsibilities of parents/carers**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- inform the school on the first day of absence
- discuss with the tutor/class teacher any planned absences well in advance
- support the school with their child in aiming for 100% attendance each year

- make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.

## 5. Recording attendance ¶

Legally the register must be marked twice daily. This is once at the start of the school day, and again at the start of the afternoon session.

### Lateness/punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If a child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 8.55 a.m. and ends at FS / KS1 3.10 p.m. KS2 3.25 p.m.
- Morning registration is at 8.55 a.m. and it closes at 9.25 a.m.
- Afternoon registration takes place at the end of lunch in each year group.

*DfE guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school.*

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded U in DfE guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M.

- Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. **Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.**

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined, and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the school will take steps to issue parents with a Penalty Notice in accordance with the Local Authorities *Code of conduct: issuing Penalty Notices for unauthorised absence from schools*

### **Primary school-aged pupils**

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

## 6. How to report a pupil absence ¶

### **First day absence**

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- Contact us by phone as soon as early as possible on the first day of absence call into school and report to reception.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.

### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school

attendance.

- Invite you in to discuss the situation with our Assistant Headteacher if absences persist.

## 7. Child missing in education ¶

If your child is not seen and contact has not been established with any of the named parents/carers, after the first day we will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family, and visiting the family home to try to establish contact.

If there has been no contact after three days of absence, the school will start the *child missing in education* procedures and notify relevant agencies such as the Education Welfare Officer or Police or Social Services. If the pupil is a Looked After Child, or has been identified as a vulnerable pupil, these agencies may be notified on the first day of absence.

If your child is leaving our school (other than when transferring to the junior school/secondary school or leaving at the end of Year 11 parents are asked to:

Give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## 8. 10 days' absence ¶

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Please be aware that the trust expects its schools to report this unexplained absence sooner than the 10 day period, if it is deemed that there are significant concerns of harm. Children's

Services staff will visit the last known address and alert key services to locate the child. Please help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

## 9. Persistent absence ¶

We understand that some absence is unavoidable due to chronic illness for example. However, if your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as *persistent absentees*.

As such, we monitor all absence thoroughly and all attendance data is shared with the Trust, local authority and the DfE.

Children are sometimes reluctant to attend school for a variety of reasons. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

If your child has had absence and their attendance level is falling towards 90% we will contact you and to arrange a meeting with a member of the Leadership and Management Team.

## 10. Request for leave of absence ¶

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Pupil Registration) (England) Regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

It is important to note that Headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining *exceptional* are rare, significant, or unavoidable, which means the event could not



reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised.

Parents/carers wishing to apply for leave of absence need to write to the Headteacher in advance and before making any travel arrangements.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in the local authority's Code of Conduct, parents/carers may be issued with a fixed-penalty fine or other legal action in accordance with the code.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time

## 11. Authorised and unauthorised absence ¶

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

- **Unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

Please see CST Registration of Pupils Policy for further guidance on the recording of absence.

## 12. Record preservation ¶

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups or microfiche copies (if schools are not SIMS centrally hosted and do not have secure electronic server back-up they must print hard copies of the official registers and bind into annual volumes).

There are key policies that are relevant to pupil attendance, registration procedures, and following up on pupil absence which, for your convenience, are listed below:

- anti-bullying
- behaviour
- child protection and safeguarding
- exclusion
- registration of pupils
- missing children.

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