

Attendance & Punctuality Policy
Emmanuel CE School



Attendance and Punctuality Policy

1. Mission statement

At Emmanuel school broad opportunities are provided for individuals to develop their full potential and allow them to be healthy, happy and secure.

Building on our Christian ethos and in partnership with the whole school community, we provide a stimulating and caring environment where individuals are valued and nurtured morally, spiritually and academically. We stress the fundamental principle;

“Always treat others as you would like them to treat you” Matthew 7:12

1. Introduction

When children arrive on time, the teachers are able to greet all the children at the beginning of the day. A good start to the day is crucial to children. Late comers are often embarrassed at being late. In addition it can be disruptive for a teacher and class to have to repeat what all the other children have been told already. It is also important for children to be on time, as they may miss vital instructions or activities which they will need to experience as part of the session of work.

Under the Education (Pupil Registration) Regulations 1995, the governing body is responsible for the school keeping an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of each school day. This register also indicates pupil absence and where there is cause for concern or further investigation.

This policy takes into account the school's legal responsibilities for attendance and absence reporting, as well as its obligations and further guidance as outlined in the Education Act 2002 and the Children Act 2004 (Every Child Matters).

This policy also deals with the legal duty of parents to ensure their compulsory school age child registered at a school attends regularly. Failure to do this is an offence under section 444 of the Education Act 1996 and can lead to a penalty notice and even prosecution by the local authority. If found guilty, the parent can be fined, prosecuted or even imprisoned.

2. Procedures

Accurate registration is central to maintaining the schools Attendance and Punctuality Policy. Staff must complete registers in accordance with the LA policy.

The Education Welfare Officer (EWO) will inspect the school registers on a regular basis to ensure that the required standards are being met and offer advice and guidance on all attendance related issues.

Alpha Building (Nursery & Reception)

The gate opens at 8.45am each morning. The register is taken at 9am. If a child arrives after 9am but before 9.10am they will be marked with a late 'L'. If a child arrives after 9.10am it will be recorded as unauthorised 'U' and the time the child arrived will be recorded.

Omega Building (Year 1-6):

The gate opens at 8.40am each morning. The register is taken at 8.50am. If a child arrives after 8.50am but before 9am they are marked with a late 'L'. If they arrive after 9am it will be recorded as unauthorised 'U' and the time the child arrived will be recorded.

A parent/carer should telephone the school office to report their child's absence (before registration) with an explanation given as to why they are absent. This will be recorded in the register. The school operates

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a 'first day calling policy' for absence. This means if a parent/carer has not telephoned the school office to report an absence, they will telephone the parent/carer directly to enquire where the child is and why they are not in school.

3. Illness, Medical and Dental Appointments

Parents are discouraged from arranging non-urgent medical or dental appointments during the school day. Appointments of this nature should be made after school. Some appointments, such as hospital appointments which cannot be re-arranged, may be authorised.

4. Links with the Educational Welfare Officer (EWO)

Our Educational Welfare Officer visits the school regularly. During the term they carry out routine register checks for each class. Parents will be informed by the school if there are any concerns over a child's attendance or punctuality highlighted by the EWO. This may be because of a pattern of irregular attendance or lateness over a long-term period (e.g. odd days off), or because a child has had a lot of time away from school. The main purpose of this is to let parents know that their child has missed an above-average amount of time, which is affecting the child's ability to access education. If the pattern continues the EWO will follow this up with the parents.

5. Exceptional Leave

As a Camden school we adhere to the local authority's policy on exceptional leave which clearly advises that term time absences can only be granted in exceptional circumstances.

Parents who wish their child to be away from school must apply on the "Request for Leave Form" available from the office or on the school website. Requests for leave must be given to the school office ideally 4 weeks in advance. The Headteacher will write back to the parent/carer to inform them of the decision. If a child leaves earlier or returns later than the dates agreed then the school reserves the right to record the entire period as unauthorised.

It is important for parents/carers to be aware that from Reception, if a child is taken out of school without authorisation, the matter will be referred to the Education Welfare Service. Under Section 444(1) of the Education Act 1996 the Education Welfare Service may issue a Penalty Notice/s.

The fine of the Penalty Notices is £60 for each parent and for each child if paid within 21 days or £120 if paid between 21-28 days and if it remains unpaid the matter may be taken to Court. The Education Welfare Service has the option of taking the matter directly to Court without first issuing a Penalty Notice.

More than two weeks unauthorised absence may result in the Headteacher removing the child's name from the schools admission list.

6. Promoting Good Attendance

Every week in Celebration Assembly the attendance and punctuality figures for each class for the week prior are shared. The school community celebrates those classes that have reached and exceeded the school's attendance target of 96% and those with zero or few lates. The class with the best attendance and punctuality are rewarded with the school pet hamster to look after that week in their classroom. The figures are also published each week in the newsletter.

At the end of each term children with 100% attendance are rewarded with a certificate in Celebration Assembly. Children with our school target of 96% and those with 100% attendance for the whole academic year are also rewarded at the end of year assembly.

Registers are checked regularly and each term letters will be sent to parents/carers if a child's attendance is below the school's target of 96%. Letters will also be sent for persistent lateness. Parents/carers may be asked to meet with the Headteacher or EWO.

Policy reviewed	February 2017
Agreed review schedule	3 yearly
Next review due	February 2020

Reviewed by (signature)

Flick Rea, Chair of S&HR

Kathryn Fitzsimmons, Head Teacher