



Adlington

Primary School

Attendance and Punctuality Policy

Our Mission Statement

At Adlington Primary School we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of truth and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centred approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

School attendance is subject to various education laws and this attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Cheshire East County Council. This Attendance policy is also consistent with the following school policies:

- admissions
- anti-bullying
- child protection
- children not collected from school at the end of the school day/activity
- exclusion
- safeguarding
- special educational needs

This policy will be publicised in writing for all staff, parents and pupils via the school website.

Rationale / 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/carers and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents/carers 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. Every opportunity will be used to convey to pupils and their parents/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.

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

Promoting Good Attendance

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

To help us all to focus on this we will:

- Provide information on matters related to attendance in our regular newsletters
- 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
- Award 100% attendance at the end of the academic year

Responsibilities of the School's Attendance Leader

A member of the Senior Leadership Team (currently the Headteacher) 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 parent/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 students are registered accurately
- Promote and reward good attendance at all appropriate opportunities.
- Liaise with the Attendance Leader on matters of attendance and punctuality and
- Communicate any concerns or underlying problems that may account for a child's absence.

Responsibilities of Parents/Carers:

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

Parents have a legal obligation to ensure their children receive a full education. This is achieved by regular attendance at school.

Illness and Medical Appointments

When a child is unwell, parents should contact the school before 9.15am on the first day of absence informing the school of the reason for absence.

As part of our Safeguarding Procedures, the school office will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child.

- a) Every effort should be made to arrange medical appointments outside school hours.
- b) If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- c) If your child is absent due to vomiting then they should not return to school for the next 48 hours after the last time the child is sick. This is to reduce the risk of infection to other children and adults at the school.

Recording Attendance

Legally the register must be marked twice daily. This is once at the start of the school day at 8.55am and again for the afternoon session at 1.15 pm.

Lateness /Punctuality

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

The school day begins at 8.55am and **all pupils are expected to be in school at this time.** Morning registration is at 8.55am and Registers are taken to the office 9.00 am.

- The school doors open at 8.55 am and the day begins immediately. All pupils are expected to be in school at this time..
- A pupil will receive a late mark 'L' if they arrive between 9.00am and 9.30am.
- If a child receives more than 6 'L's in any half term or a pattern of lateness is evident a letter will be sent to the parents
- 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 9.30am will be marked as unauthorised absence code 'U' in line with county and Department for Education (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. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action.**

Parents/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/carers will be invited to attend the school and discuss the problem and support will be offered.

What to do if my child is absent?

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 as soon as possible or by 9.15am at the latest on the first day of absence and we will record this in writing as the reason for absence
- Or leave a message on the school answer phone
- Or, you can call into school and report to reception.

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 Attendance Officer and/or senior teacher if absences persist;

Five Day Absence

Please Note: If your child is not seen and contact has not been established with you any of the named parent/carers after five days of absence the school is required to start a Child Missing in Education procedures as set down by Cheshire East County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to emergency contact numbers left by the parent, the school of any siblings, known friends, wider family. A visit to the family home may also be made.

Continued or Ongoing Absence

Where this absence is ongoing the school will:

- contact you to arrange a meeting to discuss this
- agree steps that need to be taken to address and manage your child's absence. This may include providing the school with medical evidence for any future absence to be authorised.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

If your child misses 10% (3 weeks / 30 sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**. If your child has had absence and their attendance level is falling towards 90% we will contact you and depending on the reasons for the absence will meet together to discuss steps required to improve your child's attendance.

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their parents are not supportive or effective in these areas.

Holidays/Absence in Term-Time

The school will fully implement amendments in The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

The amendments remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*.

The amendments make clear that **Headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**. The amendments give **parents no entitlement** to take their child out of school for a holiday in term time.

Therefore the Headteacher and Governing Body will not grant any holiday taken during term time and will record any such holidays as 'unauthorised leave'

We do recognise that at times there may be a need for leave of absence requests to be made for exceptional circumstances such as attendance at weddings, funerals, educational examinations or participation in particular religious, cultural, sporting or artistic events. These absences may be authorised by the Headteacher.

Any requests for leave of absence should be by written requests addressed to the Headteacher. Parents should be aware that periods of unauthorised absence may lead to a Term Penalty notice being issued by the Education Welfare Service. If during two consecutive half terms, a child has

more than 10 sessions absence (5 days), a Term Penalty notice will be initiated having taken into account exceptional circumstances.

Cheshire East Penalties for Unauthorised Absence		
Timeline	One Child	Two children
Paid within 21 days	£60 per parent	£60 per child=£120 per parent
After 21 days and before 28	£120 per parent	£120 per child= £240 per parent
After 28 days	Parents will be summoned to appear before the magistrates' Court on the grounds they have failed to secure their child's regular attendance.	Parents will be summoned to appear before the magistrates' Court on the grounds they have failed to secure their children's regular attendance.

Equal Opportunities

We aim to develop an atmosphere of encouragement and support and it is our intention that all our children, regardless of ability, race or gender, will be given equal access to opportunities to develop a positive attitude to good attendance at school.

Access, Monitoring and Evaluation

We assess our attendance on a regular basis. We liaise with our school's Education Welfare Officer where necessary. Authorised and unauthorised absence is reported annually to parents and the Governing Body.

Reviewed and modified in February 2019

P. Broadhurst