



Attendance and Punctuality Policy

At Glendale Infant School we recognise the importance of regular and punctual attendance by all pupils.

Aims:

- To create a positive and welcoming atmosphere in school, where all pupils feel safe, secure and valued
- To make parents aware of their legal responsibility regarding their child's attendance, and provide support and advice where necessary
- To support pupils with any difficulties they may have at school or at home
- To raise the awareness of parents and pupils of the importance of regular attendance and punctuality
- To create an ethos in school that regular attendance and punctuality is the norm
- For each pupil to achieve at least 96% attendance
- To keep parents informed of their child's attendance

Registration procedures:

School opens at 8.50am and registration is at 9.00am. If your child arrives at school after this time they must report to the school office and a reason for lateness must be given. Regular lateness between 9.00am and 9.30am can be classed as unauthorised absence.

If your child arrives after 9.30am, this is counted as an unauthorised absence for that session and will affect their attendance percentage.

We have a monthly 'Late Gate'. Children who arrive in their classroom on time, on that day, receive a 'well done' sticker. Parents bringing children in late will be given a 'Late Gate' information sheet and offered advice/support if lateness is an ongoing concern.

Absence procedures:

It is the parent's responsibility to contact the school on the morning of the absence. If no message has been received, school will contact parents by text or phone call. If a parent cannot be contacted, a letter will be sent requesting a reason for the absence; if no reason is forthcoming the absence will be marked as unauthorised. It is the responsibility of the school to decide whether absence is classed as authorised or unauthorised.

All non-urgent medical appointments should be made for out of school hours. If this is not possible, a child should be in school before and after the appointment. Appointment cards or hospital discharge notes may be requested.

If a child has sickness/diarrhoea, they must not return to school until 24 hours after the symptoms have cleared.

If a child is going to be absent from school on a long term basis, (i.e. longer than 20 school days) for on-going medical reasons, school will arrange for work to be sent home. Reintegration into school will be arranged according to the child's capability.

Attendance monitoring:

Attendance is monitored and recorded daily, monthly, termly and yearly. Attendance data is reported to the Governors every term, and is available to Ofsted and the Local Authority for auditing purposes.

Parents will be kept informed of their child's attendance through a colour coded system – below 90% (red), between 90% and 96% (amber), above 96% (green).

If at any time during the school year your child's attendance drops below 96%, your child may be set a school target, or you may be invited to discuss any issues with our Learning Support Mentor and/or Attendance Coordinator. If your child's attendance does not improve, school may invite you to a meeting with the Head and your child's teacher to discuss the implications of poor attendance on your child. A referral to the Attendance, Compliance and Enforcement Service may also be made. If your child's attendance falls below 90% they are classed as a Persistent Absentee.

School appreciates that each case will be different, and therefore, different interventions may be applied.

Attendance awards:

- The class with the highest attendance for the week is awarded with one of our school attendance bears to keep in their classroom for the following week.
- All pupils who achieve 100% attendance for a term will be awarded with a certificate
- All pupils who achieve 100% attendance for the school year will be awarded with a certificate and a badge
- All pupils who achieve 100% attendance over the three years will be awarded with a certificate and a prize

Parents* responsibility:

Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).

If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

* a parent means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

Children Missing Education:

Any pupil who is absent from school for more than 10 school days without permission, and no contact can be made with the family, will be reported to the Local Authority as 'missing'.

Leave of Absence during Term Time:

Parents do not have any legal entitlement to take their child on holiday during term time.

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:

Head Teachers shall not grant any leave of absence during term time unless:

A) *An application has been made in advance, by the parent with whom the child normally resides*

AND

B) *They consider there to be exceptional circumstances relating to the application.*

- The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
- The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.
- Any leave of absences taken which have not been requested in advance will be recorded as unauthorised.
- Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.
- School will not authorise leave of absence, for any reason, during the first two weeks of the school year, during SAT's period for Year 2 (May), and Phonics testing for Year 1 (June).

Updated Information for Parents:

The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who are absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law.