

**St Stephen's Church of England  
Multi Academy Trust**



**Attendance and Punctuality  
Policy**

**Policy agreed by staff: May 2019**

**Policy agreed by Trust Board: May 2019**

**Policy to be reviewed: November 2020**

## Introduction

- This policy is designed to help us promote good attendance and punctuality. There are many reasons why pupils fail to attend school regularly: our aim is to make school a place where young people want to be.
- Regular and full attendance at school is an essential part of being able to ensure good education for pupils. We recognise that teaching and learning are adversely affected when attendance is poor.
- We aim to reward those pupils whose attendance is good.
- When a pupil's attendance or punctuality is unsatisfactory we aim to take prompt and effective action to leading to improvement, liaising with outside agencies as appropriate.

## Guidelines

- Parents have a legal duty to ensure that children of compulsory school age attend school on a regular and full-time basis.
- Parents **do not have a right** to take children out of school for a family holiday.
- At the discretion of the headteacher leave of absence may be granted for a period of no more than 10 school days in an academic year.
- Unauthorised absence from school is monitored and reported to parents and the Education Welfare Officer.
- Every absence from school has to be classified by the school in accordance with national and local guidelines. The school decides whether or not an absence is authorised.
- Authorised absence and lateness are monitored. The Education Welfare Officer is informed of persistent poor attendance or punctuality.
- Problems with attendance and punctuality are best resolved by discussion between the school, parents and the pupil.
- The Education Welfare Officer is available to help the school, parents and pupils resolve problems with attendance and punctuality and has the power to issue fines on behalf of the school.

## Attendance Targets

- The school has an attendance target issued by the DfES related to the percentage of pupils entitled to free school meals.
- The school will set its own target for each pupil at 96% attendance.
- Pupils whose attendance is 96% or better will be rewarded on a half termly basis with a certificate.
- The class with the overall highest attendance at the end of the year will be rewarded.

## **Responsibilities**

### **Staff**

- To complete the school register in accordance with statutory requirements.
- To report a pupil's attendance to parents via the annual school report,

### **Office Manager**

- To administer the registration system
- To investigate and seek explanation for unexplained absence or lateness, including the collection of notes from parents and the recording of reasons for absence.
- To collate statistics and inform the Headteacher when patterns of lateness or attendance are giving cause for concern.
- To assist in the collection of data for the school's attendance returns to the LEA or Department for Education and Skills (DfES)

### **Parents / Carers**

- To make sure that their son/daughter attends school punctually, regularly and full-time.
- To contact the school by telephone **on the day of absence** to explain the absence of a pupil.
- To request, preferably in writing, permission for a pupil to miss a school session for a medical appointment.
- To assist school in securing good attendance.
- To request permission in advance, in writing, for a pupil to miss school for a family holiday.
- Not to request a pupil's absence for holiday during the Statutory Assessment week/s.

### **Organisation**

- Online registers will be completed morning and afternoon.
- Registration will be at 08:50am in the morning and will close at 09:00am for all pupils. Children arriving after 9.00am may be given a 'U' mark in the register dependent upon circumstances. Registration in the afternoon will be at 13.00pm and will close at 13.05pm for all pupils.
- Absences will be categorised and coded by the office manager with reference to national and local guidelines.

### **Leave of Absence in Term Time**

- New legislation introduced in September 2013 states that any application for holiday (Leave of Absence) must be in exceptional circumstances and be approved by the Head of School.

### **Monitoring**

- Patterns of lateness and attendance will be monitored by the Office Manager and the Executive Headteacher / Deputy Headteacher.
- Patterns of attendance will be regularly reviewed by the school and reported to Local Board of Governors in the Executive Headteacher's Report.
- Patterns of attendance and lateness will be checked by the Education and Family Engagement Officer during regular visits to school.

### **Action in the event of persistent lateness, absence or unauthorised absence**

- If a pupil's attendance falls below 96% over a term without good reason or a pupil is late for more than 5% of the time, the school will write to the child's parents / carer to request a meeting to discuss the problem.
- A school notice to improve attendance or punctuality will be issued and the EWO informed. Monitoring will continue for 4 weeks.
- If the pupils attendance does not improve to a satisfactory level (usually above 90%) or lateness reduces below 5%, a Parenting Contract will be drawn up
- Once a Parenting Contract is in place parents will be informed that absences **will not be authorised** without medical evidence.
- All unauthorised absences will be referred to the Education Welfare Officer.

## Appendix 1

School monitors attendance and punctuality of every child on a weekly basis. The following chart sets out the action that will be taken to address attendance/punctuality issues should they arise.

Child's attendance drops below 96%

School will send a letter out to Parents informing them that attendance has dropped below school target.

School will continue to monitor attendance/punctuality for a period of time (dependent on circumstances)

Attendance/punctuality improves – no further action taken.

Attendance does not improve – below 96% or 3 unauthorised days absence (6 sessions) - school will arrange for a **Parenting Contract** to be drawn up. This meeting will be held at school with Mr Mulloy. Absences **will not be authorised** without medical evidence.

Attendance does not improve – referral to Education and Family Engagement Officer who will conduct a **UA1 meeting**

## Appendix 2

### Punctuality Flow Chart

School monitors attendance and punctuality of every child on a weekly basis. The following chart sets out the action that will be taken to address attendance/punctuality issues should they arise.

Child is late on 5 occasions after register closes  
School will send a letter out to parents informing them that punctuality has dropped.

School will continue to monitor Punctuality for a period of time (dependent on circumstances)

Punctuality improves – no further action taken.

Punctuality does not improve school will arrange for a **Parenting Contract** to be drawn up. This meeting will be held at school with Mr Mulloy. Absences **will not be authorised** without medical evidence.

Punctuality does not improve – referral to Education and Family Engagement Officer who will conduct a **UA1 meeting**