

## **ATTENDANCE AND PUNCTUALITY POLICY**

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### ***Policy Statement***

The governing body of Paget Primary School has a responsibility to ensure that the school provides a high quality education, ensuring that every child has the opportunity to achieve at their full potential. A key factor in achieving this is regular attendance and consistent punctuality.

### ***Aim***

This policy aims to support parents in their statutory and legal responsibility which is to send children to school regularly and punctually, properly dressed and in a suitable condition to learn (Education Act 1944). It also serves to state the measures the school will take to record attendance and punctuality.

### ***Attendance***

The school expects all children to attend daily during term time unless there is a suitable reason for an authorised absence. Examples of acceptable reasons for an absence are medical appointments, illness or special religious occasions. The school is only able to authorise absence in these circumstances. When parents are aware that a day off school is required they must inform the school office on the first day, by either a note, telephone call, text/whatsapp message and should, where possible, indicate the expected return date. We expect families to make contact on each day of absence. This should then be entered on to the electronic register (Sims) by school staff to keep records up to date.

The school responds to absences as follows:

- On the first day of an unexplained absence, a member of school staff will telephone home to enquire about the reason for the absence and to make sure parents/carers are fully aware of the school procedures if there has been no contact from them. If possible, a message will be left should there be no answer asking them to call school. In some other cases home visits may be carried out.
- On Day Two, should no contact have been made on the previous day, a further telephone call/Text message will be made to establish why the child is off school. Again a message will be left if there is no answer. In some other cases home visits may be carried out.
- If by Day Three there is still no reply from parents discreet enquires will be made according to the child's history. School will continue to contact all named contacts. If still no response a safe and well check will be completed to the child's address. If, despite reasonable checks there is still no signs of the child advice from CASS will be sought.
- Should a child go missing with no contact and we have exhausted all reasonable enquiries a referral to MASH on 0121 303 1888 should be made as soon as the enquiries have been completed after 5 days, a Children missing in Education referral will be completed.

<b>If the child is subject to a Child Protection Plan or investigation or is a CIC, their Social Worker should be informed of the Pupil's absence immediately.</b>
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- If a child moves school to a different area outside of Birmingham and the school knows where they have gone a Pupil Movement Form must be completed and submitted to Birmingham Admissions and Appeals Service.
- If the school has reason to believe that the reason for the absence is unacceptable or not fully explained then it will be recorded as an unauthorised absence.

Examples of unauthorised absence include visiting family/friends or shopping for school shoes in school time.

The school responds to leave in school time by:

- No requests for holidays will be authorised unless there are real exceptional circumstances.
- A Leave of Absence form must be completed if a parent/carer wishes to take their child away from school for any reason, providing dates of travel, country they are travelling to and a photocopy of the tickets. This will be considered and either agreed or declined by the Headteacher depending on the circumstances.

The school monitors attendance by holding regular meetings to monitor and identify the pupils whose attendance percentage has dropped, recording the increase and decrease and actions that need to follow.

Procedures the school takes if attendance declines:

- Sending a letter to parents/carers to indicate that their child's attendance is 96% or below and we are monitoring their child.
- Invite parents/carers to a meeting with the Pastoral Manager/Attendance Officer should their attendance continue to decline. A record is kept of the interview with agreed actions for all parties to follow up.
- Invite parents/carers to a meeting with the Headteacher should they fail to attend the meeting or the attendance still continues to decline. A record is kept of the interview with agreed actions for all parties to follow up.
- A follow up letter will be sent from the Headteacher re missed meeting and possible fastrack action.
- Letter to parents/carers from the school governors re lack of engagement with Paget school staff and encouraging an improvement to be made. A record of the letter is kept on the school system.
- Use the Fastrack campaign should parent's fail to engage and attendance continues to decline.

This Legal action involves:

- Issuing penalty notices: Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence a period of imprisonment of up to 3 months.

### **Rewards**

Attendance assemblies will be held every half term to reward children who have 100% attendance in that half term. The best attending class for each phase receives a Paget pound weekly and an extra x15 minutes of play. If the same class has the highest attendance for three consecutive weeks, they will receive £5 Paget pounds. All 100% annual attendees receive a badge at the end of the academic year, plus will be invited to a special end of year reward to celebrate 100% attendance. Class photographs are displayed on the classroom door to remind pupils of attendance.

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### ***Punctuality***

Children are expected to enter school between 8.45am and 9.00am; any child arriving after this time will be marked as late in the register. Children's late arrival times are also recorded, which is closely monitored. Children who arrive after 9.20am are recorded as late after registration and be classed as an unauthorised absence. This will impact the overall percentage of your child's attendance.

Persistent lateness disrupts a child's education and encourages poor attendance, leading to bad habits that can be hard to break. The school monitors regular lateness and letters are sent to families each week if lateness is more than 20 minutes in a week unless evidence is provided for medical appointments.. If this continues parents/carers are invited in for a meeting with Pastoral Manager/Attendance Officer to discuss the reason. A record of this meeting is kept whether attended or not. If lateness still continues to be an issue the Headteacher will then request a meeting, and if this still does not improve attendance then the Fasttrack process can be used. Children should not be punished for lateness as it is rarely their fault.

### ***School Times***

Start of day (doors open) 8.45am – 9.00am (doors close)

Lunchtimes are 11.50am – 12.40pm for Nursery, 12.00 pm to 12.50pm for Reception, 12.10pm to 1.00 pm for Key Stage One and 12.30pm to 1.20pm for Key Stage Two.

Children remain in school until it closes at 3.10pm (Nursery, Reception and Key Stage One) or 3.20pm (Key Stage Two) when they should be collected promptly.

### ***Late Collection***

If a child has not been collected 10 minutes after the close of the school day/club a telephone call is to be made to ascertain the situation. When a child is collected late, the parents are required to sign the late collection book. This is to be monitored and used to identify children who cause us concern. Support can then be offered if it becomes persistent. In line with Birmingham policy if a child has not been collected after 60 minutes of the close of school/club, it is classed as neglect and there will be a referral to MASH.