



ATTENDANCE POLICY

A guide for Parents and Carers

If you are having difficulties ensuring that your child attends school regularly, you should talk directly to the staff at the school. Do this sooner rather than later! We will do our best to help you.

Icknield Walk First School Attendance Policy

Date: September 2021

Review Date: September 2022 (or sooner if Covid measures change)

At Icknield Walk First School, we want the whole school community – governors, staff, parents/carers and pupils to be committed to high standards of attendance and punctuality. All attendance records are made available to Ofsted inspectors.

Good attendance helps the children in our school community to maximise their learning. We know that good attendance habits set in place in the first schools will ensure good attendance further on in the three-tier system. Children who are persistently late or absent soon fall behind in their learning.

We aim to encourage excellent levels of attendance and punctuality, to enable all pupils to take full advantage of the educational opportunities available to them.

Expectations

The responsibility for good attendance is shared between school, parents/carers and pupils. All these groups need to understand the expectations that the policy makes of them.

The school will:

- Provide a safe learning environment;
- Ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis;
- Follow up all instances of poor attendance and punctuality.
- Celebrate good attendance.

The school will be expected to:

- Act to prevent poor school attendance and truancy;
- Act once absence has occurred to establish children's safety and try to get them back to school;
- Take action to trace children whose whereabouts are not known.

The Parents/Carers will be expected to:

- Ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- Inform the school on the first day of absence, of the reason for their child's absence from school;
- Maintain regular communication with school staff where necessary;
- Ensure that the school is informed of any changes of contact details.

The Pupils will be expected to:

- Attend school and all of their lessons regularly and punctually;
- Be ready to learn.

Doors Open

- At 8.50 am. Pupils may enter the building at that time. Pupils should not arrive at school before 8.45 am (unless they are attending breakfast club or are in reception or nursery).

Registration

- Registers at 8.55 am and at 1.10 pm. Registers close at 9.00 am and at 1.15 pm. Registers are marked consistently by staff.
- Any pupil arriving after the register has been sent to the office but before 9.30 am will be marked as 'late'.
- Any pupil arriving after 9.30 am will be marked as absent for the whole of the session.
- For the afternoon session, any pupil arriving after 1.30 pm will be marked as absent for that session.
- Registers will be marked in accordance with DfE guidance.

Lateness

- Classroom doors will be closed at 9.05 am and the gates will be locked by 9.30am. Pupils and parents arriving after this time will need to phone the school office. The office staff will sign the child in and take them to class.

Following up Lateness

- Parents/carers whose children are regularly late for school will be contacted by the Head Teacher, who will work with the parents/carers to bring about an improvement in punctuality.

Absences

- Notification must be provided for all absences from school. This must be through a telephone call or email before 9.30 am on the first day of absence.
- Absences are authorised by the Head Teacher.
- The school may decide not to authorise absence, even when a reason is provided.
- The school will check up on any absences where a reason has not been notified.
- In the event that parents/carers cannot be contacted, the office staff will contact the numbers on the emergency contact list. If we still do not have a reason for absence after a call to the final contact number, we will then consider alerting the Local Authority and Children's Services.

Most absences, such as the following, are for good reasons and will generally be authorised by the school. Note it is the school – not the parent – that authorises an absence.

- sickness
- unavoidable medical or dental appointments (preferably parents/carers should arrange appointments after school or during school holidays)
- days of religious observance
- exceptional family circumstances e.g. bereavement

Leaving and returning to School during the School Day

- When pupils leave or return to school during the school day, office staff must be notified and pupils must be signed in/out at the office.

Term Time Holidays

- Term time holidays are not permitted, unless in exceptional circumstances. In our school we would determine exceptional circumstances as being a once in a lifetime opportunity.
- If parents feel that the event they need to take their child out of school for is indeed exceptional then parents can apply by writing a letter to the Head Teacher.

Procedures for reducing absence rate.

- Attendance data is monitored by the office staff and brought to the attention of the head teacher where action is required.
- Attendance data is available for discussion during parents evening – whether to celebrate good attendance or to bring to the attention of the parent poor attendance.
- Attendance for the year is recorded on the child's end of year written report to parents/carers.
- **Below 90%** attendance or poor attendance that appears to follow a pattern, is discussed with child's parents/carers by the class teacher and ways to improve attendance to be shared with parents/carers and child.
- If attendance continues to be an issue, the head teacher will make contact with the family to support the child and parents/carers to improve attendance.
- **Below 85%** attendance, the County Attendance Officer (AIO) may be contacted and will work with the school and the parents to draw up plan to improve a child's attendance.

Children leaving our school roll at non-standard transition points:

- We ask that parents let us know as soon as possible that their child will be leaving our school at any time other than the end of nursery or the end of year 4.
- We will check with the receiving school to ensure that the child has started at their new school. We will transfer the child's records to that school within 10 days. We will inform the LA that the child has transferred within 5 school days.
- If we do not have details of the receiving school or the receiving school has not accepted the child on their roll, we would alert the Local Authority that the child is missing and not in Education.