



# 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: February 2016

Review Date: February 2019

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.

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 which the policy makes of them.

The School will be expected to:

- 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 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 nursery).

### **Registration**

- Registers are called at 8.55 am and at 1.10 pm. Registers close at 9.30 am and at 1.30 pm. Registers are marked consistently by staff.
- Any pupil arriving after the register has gone 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 shut at 9.00am, after that time pupils will need to be taken by their parent to the office to sign in.

### **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 9.30am 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.

**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 – which 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**

- Following the DfE guidance (September 2013) term time holidays are no longer permitted, unless in exceptional circumstances. In our school we would determine exceptional circumstances as being a once in a life time 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%** 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.