



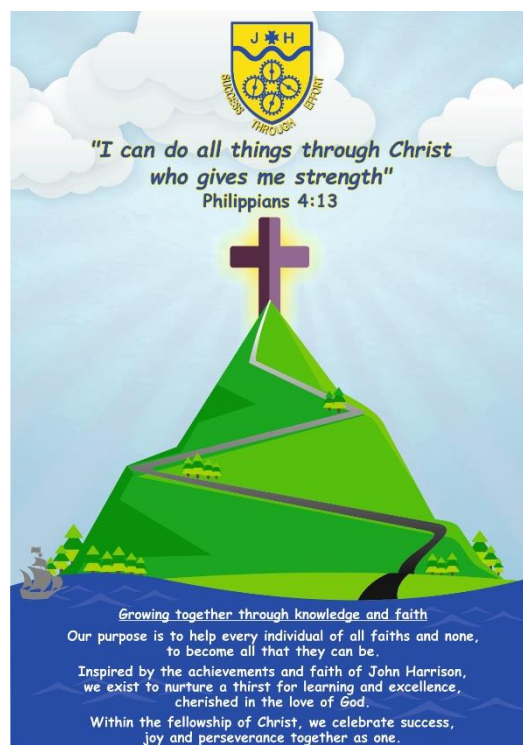
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Attendance & Punctuality Policy

Date reviewed: Spring 2023

Date of next review: Spring 2024

Amendments: N/A



Hope Respect Perseverance Friendship Compassion Peace Forgiveness

Growing together through knowledge and faith

John Harrison C of E Primary School

Attendance & Punctuality Policy

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life. It is a fundamental prerequisite of an effective school. At John Harrison we aim to maximize our attendance rates by operating an attendance policy within which governors, staff, pupils and the Inclusion can work together in a fruitful partnership. The school will monitor attendance and ensure that there is early intervention if a problem is identified, so that appropriate support can be given by those concerned.

As with good behaviour and academic success, regular attendance is an achievement which we recognise. The Attendance and Punctuality Policy is based on the premise of equal opportunities for all within the school community, so there is every chance for all to benefit from it, regardless of the differences that may exist between pupils.

OVERVIEW

School attendance is subject to various education laws and guidance produced by the Department for Education.

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive for school punctually. As they grow and prepare for their next stages of education and employment the children need to see good attendance and punctuality as important qualities that are values by others and employers. We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which pupils are eager to learn, feel valued and enjoy coming to school.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances, it is our policy to be supportive of the child and not make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly. Where learners or families are not conforming to our high expectations for attendance and punctuality, we will put in to place effective strategies to bring about improvement.

OBJECTIVES

1. To ensure that all learners attend school regularly
2. To ensure that all learners are punctual
3. To work with parents to ensure their children attend school and arrive on time ready to learn
4. To keep good records of attendance and take prompt action to follow up absences
5. To investigate and act quickly where absence is not authorized
6. To work effectively with the Local Authority and other agencies to follow up attendance issues promptly and efficiently
7. To maintain good attendance figures and reduce persistent absence

RIGHTS and RESPONSIBILITIES

All those in our school community are responsible for helping to improve and maintain good attendance - pupils, parents, governors and all staff

Pupils

- All pupils are expected to attend school and all their lessons, regularly and punctually
- Support by the class teacher, and others if required, will be provided to those families and pupils who experience attendance difficulties

Parents

- Parents are responsible for ensuring their child attends school regularly, punctually, properly dressed and in a fit condition to learn
- If a child is prevented from attending for any reason, or is late, parents are requested to notify the school on the first day of absence personally and then on subsequent days
- A pupil's absence from school will be considered unauthorised until a satisfactory explanation is provided
- Parents will be informed promptly of any concerns which may arise over their child's attendance
- Parents should avoid, if at all possible, making medical /dental appointments during school hours
- Any parent whose first language is not English or with a literacy problem will be offered appropriate support

STRATEGIES FOR PROMOTING GOOD ATTENDANCE

1. All staff complete registers for each session and will draw the Head Teacher's attention to any absences, which are a cause for concern.
2. Registers are taken at 9:00am and 1:00pm. Children who arrive after the register has been taken will be recorded as **late/unauthorised unless a specific reason is given**
3. Where a child has a specific need to either start later /earlier this will be negotiated between the school, parents and where necessary the Education Inclusion Officer.
4. A 'Meet and Greet' soft start is in place for the children to enter school from **8:50am** in order to give them a smooth and settled start to the day. Parents can generally access the Head Teacher at this time to discuss everyday issues; however, parents need to make an appointment with the school office to see the class teacher after school.
5. The school gates will be locked promptly at **9:00am**. Any child arriving after that time will have to enter the school through the office. Here, their name is registered as late and a reason for the lack of punctuality is requested from the parent /carer. Late attendance is checked regularly and parents may be contacted to offer support /advice either by the school or by the Education Inclusion Officer.
6. Parents are asked to telephone or email the school as soon as possible, if their child is absent or ill.
7. If no message is received about an absence, the school office staff will contact the parent to request a reason. All reasons are recorded and entered onto the electronic information system to identify patterns.
8. Where attendance is becoming a concern, or a pattern is developing, the parents will be contacted by letter (SC001), to identify the concern and percentage attendance and invited in to school to discuss any support needed (SC002) and whether there are any underlying reasons for the absence. If there is no valid reason the situation will be monitored.
9. If attendance does not improve the Education Inclusion Officer will be contacted.

10. Unless there is a concern, parents will be informed of their child's attendance percentage formally on the end of year report.
11. Any parent requesting a leave of absence, during term time, will be dealt with on an individual basis by the Head Teacher following the most recent guidance.

Leave of absence during term time – permission, for up to ten days, will **only be granted in exceptional circumstances**. Parents are asked to complete a Leave of Absence form requesting permission to take their child out of school; they must provide additional supporting documentation eg. shift rotas /letter from line manager etc. This is always at the **Head Teacher's discretion** and is **not an entitlement**.

If a leave of absence is taken, that has not been authorised, a penalty notice may be issued on each parent by the Local Authority.

Religious observance - a maximum of three days absence is allowed for religious observance

Medical, Dental and Hospital Appointments – we encourage these appointments to take place outside of school time in order not to disrupt the child's education. Any appointments that have to take place during the school day require an NHS appointment card with a stamp from the establishment. Without evidence of the appointment the absence will be marked as unauthorised.

Absence will be considered to be unauthorised if:

- No explanation is given
- The school is dissatisfied with the explanation (variance with child)
- Pupil stays at home to mind a sibling /shopping/special occasion ie birthday
- Pupil does not return from a family holiday on the stated agreed day
- The family take a holiday without permission /declined

12. Attendance figures are reported in the Head Teacher report at the full GB meeting along with Persistent Absence.

OUTCOMES

As far as possible we will do all we can to ensure that our children come happily, willingly and punctually to school to ensure that they gain the greatest possible value from their education. As a school, we aspire to achieve 100% attendance.

Documents which outline the school's legal requirements are:

- The Education Act 1996 section 444
- The Education (Pupil Registration) (England) Regulations 2006 with amendments made in 2010, 2011 and 2013