



## **POLICY FOR**

**The Comenius Trust have approved this  
policy for use in  
Name of school: Weston All Saints Primary  
School**

**This policy is being adhered to by all schools  
within the MAT.**

**Any named persons in this policy are  
outlined below:**

**Name**

**Role**

**Dr. Anne Bull**

**Headteacher**

## **Policy for Attendance and Punctuality**

This document is a statement of the principles, aims and responsibilities for **Attendance and Punctuality** at The Comenius Trust. This policy will be reviewed as and when necessary.

### **1. Principles**

- We believe that children cannot learn or fulfill their potential if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils;
- We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance missing out lessons leaves pupils vulnerable to falling behind;
- 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 to 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;
- We believe truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts.;
- We believe it is essential to have a strong working relationship with the Children Missing Education Service which provides support for pupils and their families in order promote good pupil attendance and to reduce truancy;
- We are aware that leave of absence can only be granted to a pupil only in exceptional circumstances and in authorising a holiday in term time we will take into account the child's attendance record, the child's age, the reason for the trip, the time in the academic year and the employment difficulties that parents face by taking holidays in school holiday time;
- We support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views;

### **2. Aims**

- To ensure that every child is safe guarded and their right to education is protected;
- To create a culture in which good attendance is accepted as the norm;
- To demonstrate that good attendance and punctuality is valued by the school;
- To maintain and further develop effective communication regarding attendance between home and school;

### **3. Role of the Headteacher/Deputy Headteacher/SEND Coordinator**

The Headteacher/Deputy Headteacher/SEND Coordinator will:

- ensure that all school personnel are aware of and comply with this policy;
- monitor attendance trends and take appropriate action according to each individual situation;
- send to parents at the end of each school year a detailed attendance report on their child;
- target intervention and support to those children that have been highlighted as poor attenders or who are consistently late;
- work closely with the Children Missing Education Service;
- attend meetings with the Children Missing Education Officer;
- have in place a system for parents to report a child's absence;
- report to the Board of Directors attendance figures and progress to achieving set targets;
- remind parents of their commitment to this policy;
- communicate with parents if they have applied for a holiday during school time;
- support the organisation of home tuition with the local support services for pupils with long term illness provided they are well enough to undertake the work;

- ensure staff know and use the attendance codes and understand authorised and unauthorised attendance;
- work closely with relevant personnel and Office Staff;
- strengthen links with external agencies who engage with and support families;
- provide leadership and vision in respect of equality;

#### **4. Role of School Office Staff**

The Office Staff are responsible for:

- implementing the policy with the Headteacher;
- contacting the parents if absence has not been reported;
- monitoring individual and class attendance on a daily basis;
- keeping the Head informed of attendance figures and trends;
- compiling attendance data reports for the Head, the Board of Directors and the Children Missing Education Officer;
- ensuring registers are distributed to the teaching staff and are kept up to date;
- monitoring lateness and informing the Head of patterns of lateness;

#### **5. Role of School Personnel**

School personnel will:

- be aware of all other linked policies;
- comply with and implement this policy;
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the Headteacher of any concerns about attendance, lateness or suspected truancy;
- emphasize the importance of punctuality and good attendance with pupils and parents;
- discuss individual pupil attendance at parent-teacher consultations if there is an issue
- work alongside the as required;

#### **6. Role of Parents**

Under the Education Act 1996; it is the duty of parent(s)/ responsible adult(s) to ensure the regular attendance of their child in school. This means s/he must be in attendance, and on time, every time the school open, unless s/he is prevented from doing so by reason of illness or any unavoidable cause.

Parents are responsible for:

- complying with this policy;
- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of a child's absence;
- informing the school of any changes to their contact details;
- collecting their children on time;
- taking part periodic surveys conducted by the school;
- not taking holidays in term time.

The school has a legal duty to ensure all their pupils attend school and that they receive the education which they are entitled. Issuing penalty notices (fines) is one of a number of measures available to the school where parents are not fulfilling their legal duty.

#### **7. Role of Pupils**

Pupils are responsible for:

- doing all they can to arrive at school on time;
- maintaining their attendance to the highest possible level;
- giving notes written by their parents to school personnel regarding an absence;

## 8. Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Headteacher and the Children Missing Education Officer to explain their child's repeated absence;
- Support will be given if there are underlying reasons for the absence;
- If not, then the situation will be monitored for improvement;
- If there is no improvement then the Children Missing Education Officer will take the appropriate action;

## 9. Absence

**Holidays during term time** – parents are encouraged to take a family holiday not in term time. Leave of absence only allowed in exceptional circumstances. Parents are asked to complete a holiday form requesting permission to take their child on holiday. If parents take their children on holiday in term time and leave of absence has not been granted, the Local Education Authority may issue a Penalty Notice under section 444(1) of the Education Act 1996;

**Religious Observance** – a maximum of three days in an academic year absence is allowed for religious observance;

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child's education;

## 10. Punctuality

- It is a parent's responsibility to ensure their child arrives in school on time;
- Lateness can disrupt the learning for others and can result in a pupil feeling greater stress and achieving poorer outcomes;
- Being late adds up to a loss of learning; every day counts;
- If a pupil arrives late the absence is recorded as unauthorized for that session. If this persists legal action in the form of a Penalty Notice or prosecution under section 444(1) of the Education Act 1996 may follow;

Minutes late per day	Equivalent of missing
5 minutes	3.4 school days per year
10 minutes	6.9 school days per year
15 minutes	10.3 school days per year
20 minutes	13.8 school days per year
30 minutes	20.7 school days per year

## 11. Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed when the need arises by the Headteacher, staff and the Board of Directors;