



ATTENDANCE & PUNCTUALITY POLICY

***To love, to serve and
learn.***

We are a school family journeying together in God's love.
We serve each other to achieve our best.
We learn in fun and creative ways,
respecting everyone's gifts.

Aims:

- To support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- To make parents/carers aware of their legal responsibilities.
- To ensure attendance meets Government and Local Authority targets.

Rationale:

In order to reach their highest potential, we feel that constant, punctual attendance to school is vital for all children. Research has proven that even short breaks from school can reduce a pupil's chances of succeeding by as much as a quarter.

The research is based on extensive pupil absence figures and both GCSE and primary school test results, and it shows that when children miss up to just 14 days of school, they are less likely to achieve the required level or above in reading, writing or maths tests, than those with no absence.

The research also highlights the striking differences in achievement between pupils with the best and worst attendance records. It shows that primary school children with no absence were around 1.5 times more likely to achieve the expected level of attainment, and 4.5 times more likely to exceed the expected level of attainment, than children that missed 15 - 20% of their key stage 2.

We expect that all parents/carers will:

- Contact school on each day of absence to provide a reason for non-attendance
- In advance request leave of absence from school only in exceptional circumstances
- Work with the school and any other agency to resolve difficulties which may affect regular school attendance.

St Edward's school will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any concerns.
- Keep regular and accurate records of pupils attendance and punctuality.
- Contact parents when no message has been received regarding a child's absence.
- Follow up all unexplained absences to obtain explanations from parents (medical evidence may be required).
- Meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality, especially for pupils whose attendance drops below 95%.
- Share termly RAG coloured letters to show current attendance.
- Share the leaflet - 'Attendance Information for Parents and Carers'

Registers, Punctuality and Lateness:

Punctuality to school is crucial. Lateness into school causes disruption to that child's learning and to that of the other children in class. It is vital therefore that all children arrive at school on time.

We have Breakfast Club from 8am every day and we have arrangements for arrival into school each morning to prevent congestion on the road outside the school grounds. Children who are not at Breakfast Club may arrive and be admitted into school from 8:40am. SCHOOL STARTS AT 8:50am.

- Registration takes place at 8.50am and **children who arrive after 9.00am will be recorded as 'L' (late).**
- **Children who arrive after 9:10am will be recorded as 'U'** - which is an 'unauthorised absence'. Although the child may be in school, and will be recorded as such on the online register - they will have lost their attendance mark for the whole morning session.

Pupils Leaving During the School Day:

- Children are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time. Evidence of medical appointments **MUST** be provided.

Request for leave:

- Holidays (a Leave of Absence) will not be Authorised, unless there **are exceptional circumstances** which are accepted by the Headteacher.
- Requests for leave during term time must be made in writing to the Headteacher.
- If leave is taken without prior notice to the school, it will be recorded as 'Unauthorised' and the EWO will be notified.

Legal Responsibilities Relating to School Attendance:

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

From 1 September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2016 Regulations and makes clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

If a child's absence hasn't been authorised, but you remove your child from school, the absences will be marked in the school register as 'unauthorised absences'.

This may result in fixed penalty fines of £60 (rising to £120) per parent per child being issued by the Local Authority.

In some cases, parents may even be prosecuted for the offence of failure to ensure regular school attendance.

Signed _____ (Chair of Governors)