

# CARLTON COLVILLE PRIMARY SCHOOL

## ATTENDANCE POLICY

### Aim

The aim of this policy is to provide an environment, which encourages all our children to attend school daily and punctually. This is vital if we are to work together to ensure they succeed in school and in their future lives.

The whole school community has a responsibility for promoting excellent attendance: parents, children and all school staff. We acknowledge the clear links between 'attendance and attainment' and 'attendance and safeguarding' children.

### Parent's Responsibilities

The Education Act 1996 states that all children should attend school regularly and punctually. The Act states, "If a child of compulsory school age who is registered at a school fails to attend regularly at the school, his/her parent is guilty of an offence".

We ask parents to work with us to ensure good attendance by:

- Notifying school every day of absence by phone by 9.30am, please state your child's name, class and detailed reason for absence.
- On returning to school, please provide a written explanation.
- Providing medical information e.g. appointment letters/cards.
- Ensuring your child arrives on time every day. Children should arrive at school by **8.45 am** for Years 4, 5 and 6 and **9.00 am** for Reception, Year 1, 2 and 3.
- Wherever possible make medical/dental appointments outside school hours.
- Do not take holidays/absences in term time.
- Follow the attendance guidelines (see Annex A & B).

## School's Responsibilities

All the staff at Carlton Colville will provide an ethos, which places a high value on daily attendance and good punctuality.

The school is responsible for ensuring that children have good attendance by:

- Ensuring that attendance registers are kept accurately, using all necessary register codes.
- Differentiating appropriately between authorised and unauthorised absence (a letter from a parent does not authorise an absence, only the school can decide if the reason justifies authorising the absence).
- Phoning parents on first day of absence if a reason for absence has not been received.
- Consulting with the Education Welfare Service with concerns around pupil's attendance or possible missing child.
- Making a referral to the EWO service where necessary, adopting the Penalty Notice Protocol.
- Acknowledging good attendance of pupils or classes (e.g. central displays/assemblies/certificates).
- Giving Pupil Attendance Update at parent interviews and through newsletters.
- Issuing Pupil Registration Certificates termly and included in annual reports.
- Continuing to undertake regular attendance audits.
- Writing to parents raising concerns and informing of attendance levels and any further action required or help that can be offered.

## School Times

In the morning the children should arrive at school in time for the bell at **8.45 am** for Years 4, 5 and 6 and **9.00 am** for Reception to Year 3. There are also times in the school year when early morning learning for Year 6 is offered. Parents/Carers are informed of any changes.

After the bell has gone the children must enter school through the main entrance as the children's doors will be closed. If a child arrives before the registers are closed, they will be entered in the Late Register and will be recorded as a 'L' code 'Authorised' late in the class register.

The registers are closed 15 minutes after the start of morning school. If a child arrives after the registers have closed, their name will be entered in the Late Register and will be recorded as a 'U' code 'Unauthorised' late in the class register.

Afternoon school starts at **12.50 pm** for Years 4, 5 and 6, **1.00 pm** for Reception, **1.05pm** for Year 3 and **1.15 pm** for Year 1 and Year 2. Registers close 10 minutes after the start of afternoon school.

See Late Arrival Procedures (see Annex C).

## Authorised Absences

The school may accept the following reasons for absence:

- Illness
- Emergency medical/dental appointment
- Day of religious observance
- Immediate family bereavement

## External Agencies

If difficulties with attendance arise, it is important that school and home work together to discover the cause and resolve the problem. In some cases, it may be helpful for the circumstances or difficulties to be discussed with the schools partners, such as an Education Welfare Officer (EWO) or a Family Support Adviser.

## Children Missing Education (CME)

Staff are able to take appropriate action when a pupil is CME. Staff have an understanding of the school and LA responsibilities. All CME procedures are acted upon if necessary to safeguard children at all times.

The school will review this policy annually.

Approved : Summer 2017

Review Date : Summer 2018

**ANNEX A**  
**CARLTON COLVILLE PRIMARY SCHOOL**  
**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL**

- As from 1<sup>st</sup> September 2014 in line with new statutory legislation schools will no longer be able to authorise absence requests for holiday unless these are for exceptional circumstances as outlined in County Council Guidelines. Each application will be considered individually.
- The school would not support leave of absence which coincided with assessments/tests
- Request for absences should be submitted to the school no less than 4 weeks prior to the start of the absence.

I wish to apply for leave of absence to be granted for:-

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Date of proposed absence:-

From \_\_\_\_\_ to \_\_\_\_\_

Total number of schools days

Reason for absence request \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name/s of any other siblings:

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Name of parent/carer \_\_\_\_\_

Signature of parent/ carer \_\_\_\_\_ Date \_\_\_\_\_

.....

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Date of proposed absence:-

From \_\_\_\_\_ to \_\_\_\_\_

This absence has been UNAUTHORISED / AUTHORISED

ANNEX B  
CARLTON COLVILLE PRIMARY SCHOOL

ATTENDANCE INFORMATION

As you will be aware from items on the TV and in the press, there is an increased focus on attendance in schools. There are two main reasons for this, the first being the safety of young people, the second the link between attendance and attainment.

As a result the LA has sent guidance to schools with particular reference to family holidays/absences during term-time. This is summarised below:-

- Research has demonstrated a high correlation between attendance and attainment.
- Suffolk LA does not support holidays/absences during term time other than in **most exceptional circumstances**.
- Parents do not have the right to take their children out of school for a family holiday.
- Any request to the school for a term time absence will be considered on its merits but the **general policy is not to authorise leave of absence for such family holidays**.
- Request for leave should be submitted to the school no less than 4 weeks prior to the start of the absence.
- Any absence taken without the permission of the school will be recorded as an unauthorised absence.

**The following statistics make for sobering reading:-**

- If a child attends school every day but takes a 10 day holiday, only 94.7% attendance will be achieved.
- A pupil with 95% attendance who also takes a 10 day holiday will only have been present for 89.7% of their schooling in that year. This is a level which is unacceptable and will impact on children's learning including attainment, SATs and all other assessments and examinations.

**PENALTY NOTICE REFERRALS**

Unauthorised absence of 6 sessions (3 school days) or more may result in a Penalty Notice referral to the Lead Attendance Officer.

**There will be no warning letters issued for the above.**

Finally, we hope that all parents whose children attend School will be mindful of their child's right to full-time education and will support our school in working towards excellent attendance.

## ANNEX C

### CARLTON COLVILLE PRIMARY SCHOOL LATE ARRIVAL PROCEDURES

The Governors of our school recognise the impact attendance has on children's learning. When a child arrives late to lessons it can be very distressing for them. It is parents' responsibility to ensure their child/children arrive to school on time.

The following procedures have been agreed by the Governing Body to address late arrivals during school time.

#### BEGINNING OF DAY

##### Year 4, Year 5 & Year 6

Registers open at 8.45 am and are closed at 9 am in order for lessons to begin promptly.

##### Reception, Year 1, Year 2 & Year 3

Registers open at 9.00 am and are closed at 9.15 am in order for lessons to begin promptly.

Any parents arriving late with their child must report to the office to sign the late book and state a reason for lateness.

#### END OF DAY

##### Year 4, Year 5 & Year 6

School finishes at 3.00 pm.

##### Reception, Year 1, Year 2 & Year 3

School finishes at 3.15 pm.

If children are not collected on time they will wait in the Atrium (this area is not supervised).

Please ensure your child is collected promptly as this also can cause distress to young children.

PLEASE HELP US TO MAKE THE BEGINNING AND END OF THE SCHOOL DAY A STRESS-FREE AND SMOOTH EXPERIENCE FOR YOUR CHILDREN.

Thank you for your understanding.