


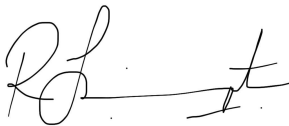
Christ Church New Malden

Church of England Primary School



Attendance and Punctuality Policy

Committee responsible	Pupil Impact
Approval required by	Headteacher
Statutory or Recommended	Statutory
Frequency of review	Every three years
Date last reviewed	November 2022
Date of next review	November 2025
Display on website	Yes
Purpose	Outline principles and procedures related to attendance and punctuality
Link with other policies	Admissions Policy Behaviour Policy Child Protection and Safeguarding Policy SEND Policy

	Signed	Date
Headteacher		November 2022
Chair of Governors		November 2022

1. Introduction

Regular school attendance is essential to ensure uninterrupted progress and to enable children to maximise their potential, in line with our vision statement. To this end, at Christ Church New Malden, we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

We do all that we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To achieve this, we strive to make Christ Church New Malden a happy, caring and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill-health, are prevented from coming to school.

2. Non- Attendance

Non-attendance is an important issue that is treated seriously. However, we recognise that each case is different and the school acknowledges that no one standard response will be appropriate to all cases. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school informed of any matters which may affect their child's attendance.

The school will keep parents/carers aware of their children's attendance and any associated concerns on a regular basis.

3. What does good attendance look like?

Each child's attendance can be summarised as:

97 – 100%	Excellent attendance. A level which will help all aspects of a child's progress and life in school.
95 – 96%	Average attendance. A level in-line with national averages.
90 – 94%	Less than average attendance. Absence is likely to affect children's attainment and progress. The school will informally liaise with parents/carers where attendance is declining below average attendance.
Below 90%	Poor attendance, classified as persistent absence. This level of attendance is a cause for concern and will affect children's attainment and progress. The school will contact parents via formal emails. If there is little or no improvement, a meeting will be set up to seek to work with the parents/carers to improve the situation. Where there remains no improvement, the school's attached

	Educational Welfare Officer will also then contact or meet the parents/carers.
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4. Arrival and Registration

Under the Education (Pupil Registration) Regulations 2006, the Governing Body are responsible for making sure that the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

School registers are taken twice daily. A day counts as 2 attendances.

- All **infant** children are able to enter the school at 8.50 a.m. and are expected to be in class by 9am for the morning session.
- All **junior** children are able to enter the school at 8.40 a.m. and are expected to be in class by 8.50 a.m. for the morning session.

Any child who arrives after these times will be marked as late.

The afternoon registers are taken with the first five minutes of the afternoon session beginning.

It is essential that children arriving and leaving with a parent / carer outside normal hours, but within the school day, are signed in or out from the school office. The signing in / out inventory in the office is used in the case of an emergency and a fire drill.

5. Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should return to school directly after the appointment should the school day not have ended.

The school office should be informed before 9.15am on the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence. To report a child's absence, parents should use the ParentMail App.

If a child suffers from either vomiting or diarrhoea then they must be kept off school and can only return **48 hours** after their symptoms disappear.

Medical certificates may be required if an absence is greater than five days or overall attendance is unacceptable.

6. Recording of Absences

Authorised absence

An absence is classed as authorised when a child has been away for a legitimate reason and the school has received notification from a parent / carer. For example, if a child has been unwell and the school has received telephone or written explanation of the absence.

Unauthorised absence

An absence is classed as unauthorised when a child is away from school without the permission of the Head Teacher and/or if the school has not been informed why a child is absent.

If a child is absent

When a child is absent, the class teacher will record the absence in the register. The school office will endeavour to contact the parent / carer of the child by 9.30 a.m. if no message has been received prior to this regarding the reason for the absence. If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent / carer in order to check the safety of the child.

7. Leave of Absence

Parents are required under the Education Act (1996) to ensure their child attends school regularly. Due to amendments (April 2013) that have been made to the Department for Education's Pupil Registration Regulations to address attendance issues, it has been made clear to Head Teachers that they should not grant leave of absence during term time unless there are "**exceptional circumstances**". The law does not grant parents/carers an automatic right to take their child out of school during term time. Please note that family holidays are generally not considered an exceptional circumstance and so will not be authorised. Absence requests are also not authorised during times of national school tests and any avoidable absence is strongly discouraged during preparation time for national tests.

Any absence requests must be submitted, on the school's **Leave of Absence Request Form**, at least half a term in advance, unless there is an emergency. A hard copy is also available from either school office.

The Head Teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact. As much notice as possible should be given. The request for an authorised leave of absence must be made in advance. On some occasions, the Head Teacher may invite the parent into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Head Teacher, the expectation is that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for a leave of absence is refused and/or unauthorised holidays are taken in term time (5 days, 10 sessions or more), the head teacher/governors may request that the local authority issue a **fixed penalty notice**. The amount payable is £60 if paid within 21 days and rising to £120 if paid within 28 days. If the fixed penalty notice fine is not paid, the Local Authority will prosecute in court. Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results. Even an attendance of 90% accounts for four school weeks lost in a year.

Lateness

The importance of punctuality is also stressed as repeated lateness impacts not only on the learning of the individual but can affect the learning of the class as a whole. With this in mind, parents / carers of children who are identified as attaining frequent lateness will also be contacted by the school and targets for improvement set.

8. Assessment, Monitoring and Review Procedures

It is the responsibility of the governors to monitor overall attendance. The Governing Body also has responsibility for this policy, and analyse attendance and punctuality trends in the school through termly reporting presented by the Head Teacher and Inclusion Leader.

Our Admin Officer, Mrs Julia Tagg and Inclusion Leader/SENDSCO, Mrs Alex Roe monitor attendance issues and register entries on a weekly basis and meet regularly to review all pupils' attendance and take any appropriate action.

Our procedures are monitored and overseen on a termly basis by our attached Educational Welfare Officer. This policy is reviewed every two years by governors and will be shared with parents at least annually through our weekly update newsletter and is also published on our website.