

Cubbington C of E Primary School

Attendance Policy

January 2013

Introduction

Cubbington C of E Primary School is committed to providing a full and efficient educational experience for all children. We believe that if children are to benefit from education then good attendance and punctuality are crucial.

We will do all that we can to ensure maximum attendance for all children. We recognise that families have a vital role to play in the success of this policy and will ensure that we keep them fully informed of the purpose and practice in relation to attendance.

We aim to identify any problems that prevent attendance or punctuality and strive to address these in partnership with families as efficiently as possible.

In line with Government legislation, The Governing Body is responsible for making sure that school keeps attendance registers that record which children are present at the start of each morning and afternoon session of the school day. The register also records children who arrive late and whether absences are authorised or unauthorised. This information is sent on a weekly basis to the Local Authority who monitors individual pupil and whole school levels of attendance and lateness.

Objectives

- To promote and encourage full attendance and punctuality.
- To ensure a consistent approach throughout the school.
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise their occurrence.
- To provide support, advice and guidance to families and pupils.
- To work with the Education Welfare Team and other services as necessary to address any ongoing issues.

Punctuality - Expectations and Responsibilities

- Children **must not** be left in the school grounds before 8.45am as staff are not responsible for children until 10 minutes before the bell at 8.55am.
- Families will be informed of the importance of children being on the playground between 8.45am and 8.55am ready to line up with their class when the whistle is blown. This ensures that children are ready for the day and not anxious about arriving when the rest of the class has already entered the building.
- Registers open at 8.55am and close at 9.10am. If a child arrives after the close of registers at 9.10am they are recorded as late.
- If a child does not arrive by 9.30am and school have not been informed of their absence for any reason, then we will contact families in order to check on the safety of the child and find out the reason for the absence.
- Families should be ready to collect their child at 3.30pm. In the case of an emergency, families should contact the school to let them know of the situation.

- A record will be kept of children whose families are consistently late in picking their child up and this will be followed up by the Head Teacher. Guidance and advice will be given to families who are having difficulty arriving on time (e.g. School's Out or sharing the pick up with another family.)
- Families will be informed of the legal responsibilities in relation to children left on the school premises at the end of the school day.

Attendance - Expectations and Responsibilities

- Families will be given clear guidance on authorised and unauthorised absence. Every half-day absence from school has to be classified by the school (not by the family) as either authorised or unauthorised. Only the Head Teacher has discretionary powers to grant leave of absence in exceptional circumstances.
- Cubbington School adheres to the LA guidance and DfE expectations and will not authorise leave of absence in term time except in exceptional circumstances. (See attached guidance)
- **Holidays in term time will not be authorised.**
- **Illness.** If a child is absent as a result of illness then absence is authorised providing that it is reported to the school on the day of sickness by either telephone, in person, in writing or by email. Families will be made aware that the email system is not always reliable and is therefore not the preferred method of informing about illness.
- **Medical and Dental appointments.** As far as possible appointments should be made out of school hours. However, if an appointment is made during the school day, school must be informed in writing beforehand stating the time of the appointment in order that the absence can be authorised. All pupils must be signed out when they leave school and signed in again when they return.
- Requests for absence for other reasons must be made by completing an 'Application for Leave of Absence' form and will be considered by the Head Teacher in line with guidance from the DfE and LA. Only the Head Teacher has the authority to grant leave of absence.
- Families will be informed of a) the duty on the Head Teacher to regularly report attendance and punctuality to the Governing Body
b) The LA responsibility to monitor attendance and punctuality
c) The criteria and referral procedures to the Education Social Work Service who follow up low attendance and/or persistent lateness.
- Attendance will form part of the termly review of a child's progress. Families will be given a print out of their child's attendance information each term. Low attendance and/or persistent lateness will be followed up by the Head Teacher

Monitoring and Evaluation.

The Head Teacher's termly report to Governors will record the attendance figures for the academic year to date. The Head Teacher will highlight any issues or success and the actions taken as a result.

Success criteria.

When evaluating success school will consider:

- Attendance and punctuality data.
- Parental response to the policy.
- Children's understanding of the importance of being on time and regular attendance.
- What other actions/ initiatives will support further improvement.

Review

This Policy will be reviewed annually.

Signed.....

Signed.....

Date.....