



Our aim is as simple as **ABC**

Achieving, Belonging, Caring

'Be courageous, for the Lord your God will be with you wherever you go' Joshua 1:9

Attendance and Punctuality Policy

November 2023

We are proud to be a truly inclusive Church school and we aim to help our children develop as individuals, combining academic achievement with good pastoral care.

Our Christian Values are an integral part of the character of our school and are reflected in the daily life and work throughout the day.

We guide the children's moral and spiritual development in a way that reflects the school's Christian foundation.

Through excellent teaching we give each child access to an appropriate, broad, balanced and relevant curriculum

We provide a secure, caring and stimulating environment in which children are happy, enabled as learners and fulfil their potential.

Introduction

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

attendance is 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.

The attendance and punctuality of all our children are monitored closely by school, the Local Authority and OFSTED. Attendance registers are sent electronically to the Local Authority each week and the family of a child whose attendance or punctuality are below a certain threshold will be contacted by the Attendance and Compliance Service. Persistent lateness and /or absence may result in legal action.

Aims and Objectives

- To set clear expectations and encourage all pupils to have a high standard of attendance and punctuality
- To improve children's attainment through good attendance
- To make attendance and punctuality a priority for those associated with the school including pupils, parents, teachers and governors.
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, pupils and partners through building trusted relationships to work together to remove barriers to attendance

To achieve these aims for our pupils, we will:

- Strive to provide a welcoming, stimulating and safe learning environment;
- Listen to parents and pupils to understand barriers to attendance;
- Build trusted relationships with parents and pupils where attendance concerns can be discussed and understood;
- Provide a broad, balanced and relevant curriculum;
- Provide equal access to all aspects of the curriculum and school life;
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise occurrences of absenteeism
- Ensure a consistent approach throughout the School
- Provide support, advice and guidance to parents and pupils
- If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

Statutory Duty

The Education Act 1996 Section 7 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.

“By law, all children of compulsory school age must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide an effective education”.

If a child who is of statutory age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

This policy meets the requirements of [working together to improve school attendance](#) from the Department for Education (DfE).

Roles and Responsibilities

Role	Responsibilities
School Governors	<ul style="list-style-type: none"> • 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. • Ensure compliance with the relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance – monitor every half term • Agreeing and reviewing school policy
Head Teacher	<ul style="list-style-type: none"> • Ensure compliance with the relevant legislation • Data analysis and strategic plan for attendance • Contact with parents • Authorising/not authorising absence requests • Overview of clear and escalating interventions • Evaluating interventions • Promoting school attendance • Responsibility for links with the LA statutory team • Attendance at attendance panels
Class Teachers	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school attendance • Providing early warning of attendance concerns • Following policy and procedures consistently • Point of contact for parents to discuss concerns
Designated Safeguarding Lead	<ul style="list-style-type: none"> • Attending DSL supervision meetings to discuss pupils with persistent absences • Signpost parents to relevant support • Instigate Early Help in line with Warwickshire Safeguarding procedures
School office	<ul style="list-style-type: none"> • Maintaining registers • Follow up calls to check on absentees • Identifying children whose absence needs further follow up action in line with the school absence procedure • Recording late arrivals • Administration of school attendance letters and leave of absence requests • Producing attendance reports

General Procedures

Our procedures are based around the principles and stages of:

- Preventing poor attendance;
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve;
- Targeted interventions (including Early Help and formal interventions) for those children who are persistently absent or severely absent;
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs;
- Formal Statutory Interventions where support has not been effective or engaged with.

We expect the following from parents and carers:

- Parents/Carers are to phone school by 9.15am if their child is unwell and cannot attend school. A message can be left on the absence line;
- For them to phone daily with an update;
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast;
- For them to ensure their children arrive at school between 8.45 and 8.55am;
- For them to collect their children promptly at the end of the school day

Parents and carers can expect the following from school:

- Early contact when a pupil fails to attend school without a good reason;
- Regular, efficient and accurate recording of attendance and reasons for absence;
- To inform parents/carers if a pupil's attendance falls below expected levels;
- To follow up any punctuality issues;
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance;
- To provide clear guidance on authorised and unauthorised absence;
- To follow up any persistent lateness in collecting children;
- Annual reports to include a record of their child's attendance;
- School may liaise with the Attendance and Compliance Enforcement Service (ACE) concerning pupils with emerging attendance problems where attendance has fallen below 95% - attendance is reported on termly to the Headteacher or more frequently if a concern has been raised.

Expected levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

Staged Approach

98 – 100%	Excellent. Accessing all learning.
97 – 96%	Good. Very few learning opportunities missed.
95 – 94%	Risk of under achievement Up to 50 missed lessons Up to 10 school days absent in an academic year
93-92%	Risk of under achievement Up to 75 missed lessons Up to 15 school days absent in an academic year
92-90%	Severe risk of underachievement Up to 100 missed lessons Up to 19 school days absent in an academic year
89% or below	Extreme risk of underachievement Over 100 missed lessons Upwards of 22 school days absence in an academic year

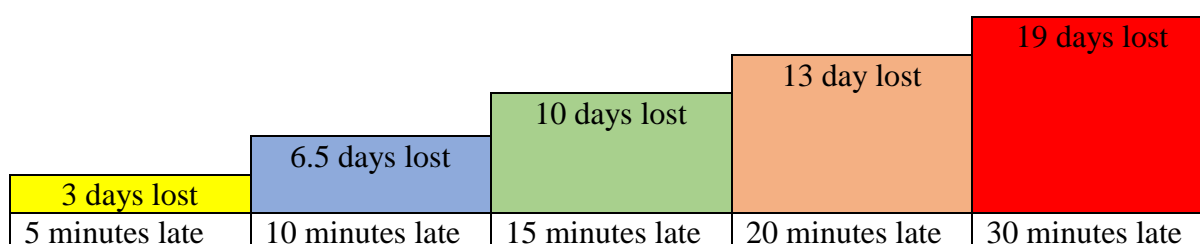
Attendance - Responsibilities

- 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 DfE 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 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 annually. Low attendance and/or persistent lateness will be followed up by the Head Teacher.

Punctuality - Expectations

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time



Punctuality - Responsibilities

- Children must not be left in the school grounds before 8.45am as staff are not responsible for children until 10 minutes before registers open at 8.55am.
- Reception, KS1 and 2 children can come straight into their classrooms from 8.45am ready for the start of the day at 8.55am. 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 9.00am. If a child arrives after the close of registers at 9.00am they are recorded as late (before registers closed – L). If a child arrives after 9.30am they will be recorded as late (after registers closed - U).
- 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. After school clubs 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.

Absence process

If a child is absent from school parents should contact the school on the first day of absence by 9.15am to inform them of the reason for the absence. Parents are expected to maintain daily contact throughout the absence.

If no reason for absence is given by 9.30am the school office will contact parents and carers by telephone. If calls are not answered they will either leave a message or send an email.

It is imperative that up to date contact numbers and details are provided to the school and more than one emergency contact should be held for each child.

Illness

Not all illness require an absence from school. Advice for parents can be found here <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

When a parent or carer makes the assessment that their child is unfit for school, the absence process above should be followed.

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays. Where appointments have to be taken during school hours, parents should contact the school office to inform them of the appointment and, if possible, should provide a copy of the appointment letter for the child's records. Absences will only be authorised once we have received information from parents.

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence;

The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013:

- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Monitoring and Evaluation

It is important to set realistic targets; these targets will be set in consultation with the Local Authority (LA). The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- Attendance has improved
- Punctuality has improved
- Parental response to absence has improved
- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance within the school, governing body and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school

- Attendance issues have been included as topics in school assemblies, Personal, Social and Health Education (PSHE) lessons, or as a theme for any other lessons.

Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Reporting missing children to the LA
- Recording carefully, all telephone messages and retaining these, e-mail messages and parental letters of explanation for a minimum period of one year.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole school.

Review

This Policy will be reviewed annually in line with Safeguarding Policies

Head Teacher - Juliet Jones

Attendance Governor – Peter Algar