



## **RATIONALE**

Regular attendance and good punctuality of pupils is critical if children are to have the very best learning experience. If a child's attendance is good and they always arrive on time for lessons to start they will show greater understanding, they will be positive and confident and ultimately will achieve better results. Setting good attendance and punctuality patterns from the start will help children as they become more responsible in later life.

Children who do not attend school regularly and those who are often late may not be able to keep up with their work and they may fall behind. This may lead to anxiety and lack of confidence.

At Christ Church we want to do the very best for our children and we will always work with parents to offer support and advice where it is needed.

Our aim, therefore, is:

- To ensure attendance and punctuality is a high priority for all staff, parents, pupils and partners of the school community.
- To maintain clear lines of communication between home and school.
- To make all expectations relating to attendance and punctuality clear to all parties affected by them.

## **Targets**

- To raise pupil's achievement by ensuring children are in school and on time every day
- The individual and overall school attendance target is **96%**.

## **Promoting and Supporting Excellent Attendance and Punctuality**

Aims:

- To ensure that outstanding attendance and punctuality is regularly promoted and supported and remains high profile across the school.
- To achieve high levels of attendance and punctuality (above 96%) through rewarding good attendance and punctuality.

## **Rewarding Excellent Attendance and Punctuality**

End of term and end of year attendance and punctuality rewards are given to individuals in an Attendance Assembly. Children who attend school on time every day for a whole term receive a 100% badge and certificate. The class that achieves the highest attendance percentage gets to display the school attendance trophy for the following term. Children who attend school on time every day for a whole year receive a trophy and a certificate. Parents are also invited to these assemblies and photos are shared on the school newsletter.

## **School Newsletter**

The school newsletter is used to highlight the importance of excellent attendance and punctuality. It includes sections reminding parents of our school attendance policy and target and what that means in terms of number of days absent. It also includes information about any initiatives that the school is using to promote attendance and punctuality.

## **School Website**

The school website includes information about school timings, attendance information and details of how parents can support the school by improving their child's attendance and punctuality.

### **Staff Promoting Good Attendance**

It is important that teachers are regularly promoting excellent attendance with their classes. Teachers celebrate outstanding attendance with their classes and encourage the class to work together as a team to achieve the attendance rewards.

### **Responsibility of the Governing Body**

- To see that registers are properly kept
- To ensure that regular returns of attendance and punctuality figures are made to the Local Authority
- To ask the Executive Headteacher for a report on any aspect of the running of the school, including attendance and punctuality
- To attend meetings of the School Attendance and Punctuality Panel (SAPP), where appropriate.

### **Responsibility of the Executive Headteacher/Head of School**

- To oversee the implementation of the attendance and punctuality policy and procedures
- To ensure the collection of accurate statistical data
- To report back regularly to the governing body on attendance and punctuality
- To support the Inclusion team with the implementation of targeted interventions
- To be a member of the School Attendance and Punctuality Panel (SAPP)

### **Responsibility of the Class Teacher**

- To ensure accurate register keeping
- To communicate with a member of the SAPP regarding concerns with individual pupils
- To promote good attendance within the classroom
- To make positive links with parents/carers

### **Responsibility of the Inclusion Team**

- To monitor attendance and punctuality for all children on roll and ensure late arrivals are recorded
- To identify children whose attendance/punctuality is a cause for concern and meet with parents/carers to discuss the concerns
- To maintain records of identified children and all contact with parents
- To refer Parent/carers of pupils identified as causing concern to the appropriate agencies.
- To maintain positive links with outside agencies and refer pupils and their families as appropriate
- To oversee and promote strategies to reward pupils that are achieving the school's targets termly and annually
- At least one member to attend meetings of the School Attendance and Punctuality Panel (SAPP), where appropriate.

### **Responsibility of the School Office Administrative Staff**

- To set up of registers at the beginning of the school year
- To contact parents/carers on the first day of a pupil's absence
- To receive telephone communication from parents/carers, to record information and to arrange how that information is communicated to the School Attendance Panel for consideration.
- To assist the SAPP in the collection of data
- To assist the SAPP in the admission, casual admission and off rolling procedures
- To attend meetings of the School Attendance and Punctuality Panel (SAPP), where appropriate.
- To discuss the case with the school's designated safeguarding lead in line with the school safeguarding policy, if they are concerned about the welfare of the child. (This is likely to be the case if there is any reason to doubt the reason given by the parent for the child's absence from school or if there is any doubt about a child's whereabouts or the care arrangements in place for an absent child).

### **Responsibility of the Local Authority**

- Advise and support the actions of the School Attendance and Punctuality Panel
- To initiate court action against referred parents/carers of pupils that are not meeting the school targets

### Responsibility of Parents/Carers

- To ensure their child attends school regularly
- To ensure their child arrives on time for school
- To contact the school if their child is unable to attend for a valid reason and provide a note for authorisation purposes if required from the School Attendance and Punctuality Panel
- To ensure their child is prepared with the necessary equipment to attend school
- To support the school in its aim to raise the achievement of their child through full attendance at school

### Responsibility of Pupils

- To attend school regularly
- To arrive on time

## REGISTRATION PROCEDURES

### Time

- The School playground gates will be open from **8: 45am**
- A bell or whistle will sound in the playground at **8:55am**
- When the bell/whistle sounds all pupils will line up in their class line where their class teacher will be waiting
- Class teachers electronically register the pupils at **9am** each morning and at **1.30pm** each afternoon.

### Late system

- Pupils who arrive after **9am** should report to the office straight away where a record of their arrival time will be kept.
- Office staff will then enter a late mark in to the register accompanied by the time and reason for lateness.
- Where persistent lateness exists the parent/carer will then be invited into school to meet with a member of the Inclusion Team.
- If punctuality remains poor a referral will be made to the SAPP. Failure to adhere to agreed targets/decisions of the SAPP may result in Referrals to the Local Authority.

### Recording of absences

- Parents/carers should inform office staff **before 9:30am** of reason for the pupil's absence in order for the school to authorise the absence.
- All pupils that arrive to school after **9:30am** will be marked in the register as absent.
- From **9:30am** office staff will contact home to find out why pupils are not in school.
- The office staff are responsible for recording reasons for absence in to the register – reasons for absence should be clear, with as much information as possible.
- **By law only the school** can authorise an absence. A written note or telephone explanation by a parent/carer does not, in itself, oblige the Executive Headteacher or Head of School to authorise the absence.
- If contact has not been made/no reason given for absence an **unauthorised absence mark** will be recorded in the register. Unauthorised absences will lead to referrals to the SAPP and may result in prosecution.
- The office staff are responsible for completing the total numbers of absences and for completing weekly percentage figures.

## **Monitoring First Day Absence**

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required. If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The School office follows this system:

1. Phone parents' contact number(s) - this is because we have a duty to ensure your child's safety as well as their regular school attendance
2. Repeat this during the first morning of absence in the case of no response
3. Phone emergency contact number(s) to get an up-to-date contact number for the parent / carer and update the school system accordingly
4. Speak to the parents at home time in the playground if they are at school to pick up other children
5. Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
6. Refer the matter to the Lambeth Council's Attendance Legal Panels if absence is unauthorised and falls below 90%.

The parent/carer is contacted and asked to provide a reason as to why their child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder. A reason must be established for every of absence. No absence should be left on the system as an 'N' (no reason given) code.

If the school office has not been able to make contact with the parents then the absence is recorded as 'O' (unauthorised).

Please note: If your child is not seen and contact has not been established with any of the named parents/carers we will begin to make other reasonable lines of enquiries. We will try to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and carry out home visits.

**Please note:** If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Lambeth County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquires to known friends and wider family.

**Ten days' absence:** We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

***Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.***

## **Request for Exceptional leave of absence during term time**

- Absences will not be granted during term-time and will only be authorised in exceptional circumstances.
- Parents can be fined and/or prosecuted for taking their child on holiday during term time without consent from the school.
- If a pupil is absent for longer than the agreed period a referral will be made to the Local Authority and Off Rolling may occur.

**Process for removing a child’s details from the school roll**

We have safeguarding duties under section 175 of the Education Act 2002 in respect of all pupils and, as part of this, will investigate any unexplained absences from school as well as in circumstances where the school is unsatisfied with the reason provided for absence.

School will inform local authorities of the details of pupils who are regularly absent from school or have missed 5 school days or more without permission. School will also notify the authority if a pupil is to be deleted from the admission register in certain circumstances.

No child shall be taken off roll until the school is satisfied that they are safe and accounted for. This will mean that we have confirmation of them starting a new school/educational establishment.

Where it is not possible to verify where a child is, the local authority will be informed and a child will only be taken off roll once they give authorisation.

Where a parent has elected to home-school their child, the local authority home schooling department are informed and a child will only be taken off roll once they give authorisation.

Should the school have failed, after reasonable enquiry, to ascertain where the pupil is they will inform the local authority and may ask the police to carry out a welfare check on the child/ren

**Attendance and Punctuality meeting**

- Informal and formal discussions will take place with a member of the Inclusion Team.
- Any pupil with 8 days or more absence in a term, without reasonable explanation, may be ‘Fast Tracked’ to the SAPP.
- **The SAPP will meet every half term.**

**Register Checks**

The registers will be monitored weekly by the office staff. They will also be made available to the Local Authority for a termly inspection and feedback.

**Monitoring and evaluation**

The school attendance and punctuality policy will be reviewed and evaluated regularly. Evaluation of the school’s policies and procedures will be conducted by taking into account:

- The views and feedback from; parents, pupils, partners and external agencies.
- Statistical data (spreadsheets, charts, graphs).
- The attainment levels across the school
- The school’s performance in meeting the targets set across the school at the beginning of the academic year.

This policy should be read with the:

- School Safeguarding Policy (Child Protection)
- DfE: Keeping Children Safe in Education
- Dfe: Working together to safeguard children
- DfE: School Attendance
- DfE: School attendance parental responsibility measures
- DfE: Children Missing Education

Approved by: .....

Date: March 2017

Next review date: March 2020