

Beddington Infants' School

Attendance Policy

September 2017



At Beddington Infants' School we are committed to supporting children and adults in every way we can. We believe that good foundations are essential and so take every opportunity to create learning opportunities to develop the necessary attitudes and skills for each child to Reach for the Stars.

'The Government expects schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence;
- ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.' Dept. for Education 'School Attendance' 2016.

Regular school attendance has always been important. Without it the efforts of the best teachers and best schools will come to nothing. Education provides a means of advancement for all young people. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them in law. Irregular attendance undermines the educational process and leads to educational disadvantage. DfE - 'School Attendance'

Section 444 of the Education Act, 1996 states that parents/carers are responsible for their children attending school and arriving on time.

Good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95% regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

Beddington Infants' School needs the help of parents/carers to ensure that:

- Children attend school
- Children arrive at school on time
- Children are suitably clothed for school
- Children bring their Book Bags and Home/School Diary every day
- Children are collected on time

Daily Procedures

Arriving at school

Families wait in the grassed area at the front of the school. Once the gate is open the paths on both sides of the grassed area are used to reach the destination where your child enters school.

Nursery am	8.45 am – 11.45am.	Nursery children are brought into the Nursery by parents / guardians when the gates are unlocked by staff.
Nursery pm	12.30 pm – 3.30 pm	
Reception	8.55 am– 3.15pm	Families walk the children to the classrooms. Gates are open at 8.45 am. A member of staff is there to welcome the children. After a while, we write to families to say that children who would like to go through the 'blue gate' with Years 1 and 2 are welcome to.
Years 1 & 2	8.55 am – 3.15pm	Children in Years 1 and 2 are accompanied to the blue gate by their parents / carers where they are welcomed by a member of staff from 8.45 am. Children make their own way in to the playground. Another member of staff is on duty in the playground. If it is raining, children go straight to the hall to sing songs. The bell is rung at 8.55 am promptly and the gate is closed. The children are collected from the playground (or hall) and taken to their classrooms.

Lateness

Lateness disrupts a child's learning AND the learning of others in the class.

Children should be in school for the register to be called at 8.55 am and 1.15 pm.
(Nursery – 8.45 am and 12.30 pm)

Children arriving after the gate has closed enter the school through the main office entrance. The Late Book needs to be signed by the adult, stating the time arrived, and giving a reason for the late attendance. The children are then admitted and taken to their classes. **Please talk to a member of staff if you are having problems getting your child to school on time.**

10 minutes late each day is 50 minutes late each week which is more than 6 days a year. Each child's minutes late are recorded by a member of the office team.

Leaving school at the end of the day

All children are collected from the classrooms. Adults who know they are going to arrive late should telephone the school so that the children do not worry. The school is required to notify the Local Authority if children are not collected within **30 minutes** of the end of the school day. If no contact has been established with parents/carers then Social Services will be contacted and they will take the child to a place of safety if necessary.

It is essential that parents/carers ensure that the contact details we hold are up to date.

Children should be collected by a responsible person who is at least 16 years old. Families will be asked to create a list of those people who are allowed to collect each child. This list is held in the classroom so that staff can check it easily. Please ask for the list if you would like to amend it at any time.

The school makes every effort to ensure that children only go home with parents/carers or known approved adults. If children are being collected by someone for the first time we would expect to be informed of the situation and if we had not been, we would telephone the parents/carers for safety's sake.

Celebrating Good Attendance

Each term we award certificates and books for 100% attendance and certificates for those who attended nearly every day of that term.

At the end of the year, further special certificates, and gifts, are awarded to those who have achieved 100% attendance for the whole year.

This year we are to introduce a new category of certificates for those children who have made a noticeable improvement in their attendance.

Monitoring Attendance

The registers are checked daily by the office staff and monitored regularly by the Inclusion Manager and the Local Authority Attendance Officer.

Parents/carers of children who are not in school are:

- Contacted on the first day of absence by the office for a reason for the absence.
- If no reason is given a written request will be sent home. This should be returned as soon as possible.
- If we do not receive a reason for absence the absence will be recorded as unauthorised.

Parents / carers of children who are regularly absent are:

- Notified by the school of the importance of regular attendance and they are monitored for improvement

If attendance does not improve:

- A letter is sent to the parents/carers raising the child's level of attendance as a concern.

If there is still no improvement:

- Parents/carers are invited into school to meet with the Inclusion Manager/Attendance Officer/ Headteacher to discuss the situation.

If there is no improvement

- A formal attendance meeting will be held in school and an action plan agreed with parents/carers to ensure the regular attendance of their child/children.

If there is no improvement

- Legal action may be taken by the Borough School Attendance Service against parent/carers for failing to ensure the regular attendance of their child/children at school.

Parents / carers should note that the Government passed legislation in 2004 which allows Fixed Penalty Notices (instant fines) for unauthorised absence to be issued.

Parents / carers of children who are persistently late are:

- Monitored by the school and will be spoken to informally to explain the importance of punctuality.

If punctuality does not improve:

- A letter is sent to the parents/carers raising the child's level of lateness and missed learning as a concern.

If there is still no improvement:

- Parents/carers are invited into school to meet the Inclusion Manager/Attendance Officer/ Headteacher to discuss the situation.

'Minutes Late' are recorded daily to provide a clear picture of the level of any late attendance over time.

Attendance figures are reported on the End of Year Reports sent home to parents in the Summer Term. They are monitored electronically by the Local Authority and the Department for Education.

Are Holidays during Term Time Authorised?

Amendments to the 2006 Education Pupil Registration Regulations state that *'Head teachers may not grant leave of absence during term time unless there are exceptional circumstances'*.

This change to legislation reinforces the recognised link between good attendance and good progress. In light of this legislation any absence other than for illness will be unauthorised.

If there are deemed to be exceptional circumstances and leave of absence is granted, a return date will be agreed by the headteacher. Parents should be aware that failure to return by the agreed date may mean that their child's school place is at risk.

Security

The gates at both sides of the school are locked during the day so that the only entry point is via the front door, which is also locked and monitored by the office staff. All visitors to the school sign in on arrival, are given a badge and sign out on departure.

School Closure in Exceptional Circumstances

These are rare but in extreme circumstances such as severe snowfalls or hurricanes, which can delay staff arriving at school, parents/carers would either be asked to wait with children until staff arrive or to take children home and telephone the school to check on the situation later in the day. If the staff were concerned about the building or grounds being unsafe, the appropriate area would be closed until safety checks had been made.

If closure of the premises became necessary during the day the school would NOT send the children home on their own. Staff would contact families to collect children while arranging shelter in a nearby building (if necessary).

Planned School Closure

Families are notified of the term dates for the academic year in September – and often during the previous summer term.

Families are notified of school closure due to **INSET Days** as soon as dates have been arranged. INSET Days are usually planned to coincide with INSET Days at Holy Trinity School to make it easier for families with children at both schools.

Reviewed September 2017
Review September 2019