



## Raunds Park Infant School Attendance Policy 2021

<b>Key Manager</b>	Principal Raunds Park Infants
<b>Ratified by BT</b>	<b>Spring 2021</b>
<b>Review Dates:</b>	<b>Spring 2023</b>
<b>Location of Policy:</b>	School website
<b>Access to Policy:</b>	Open

### Revision History

<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>	<b>Revised By</b>	<b>Approved By</b>
Spring 2023				

### **AIMS:**

- To ensure that all pupils attend school regularly and punctually.
- To develop an attitude throughout the whole school community that values regular attendance at school.
- To provide an effective but manageable means of monitoring attendance both for groups and individuals.
- To be able to seek for school and/or provide for parents, effective and prompt support for families experiencing difficulties over attendance.

### **ORGANISATION**

#### **Daily monitoring -**

Class teachers will complete registers accurately using SIMS by 9.05am and by 1.05pm.

After this time absences will be checked by the school administrator. The school will follow the Children missing education protocols for North Northamptonshire –

#### **Day 1 - Phone call**

A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home.

**Response from parent**

**Next step from school**

There is no answer at the home or on mobile numbers	Call back. Risk assess after 2 hours
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record on your school's attendance management system
The person answering is not the parent/carer and the school is not reassured that the child is at home or safe	The school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child
The parent/carer answered the call, the child is not with them or safe and the parent is concerned	<p>School to advise the parent to:</p> <ul style="list-style-type: none"> <li>• Contact the local police station to inform them that the child is missing</li> <li>• Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child</li> <li>• Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment</li> <li>• Report back to school if the child is found or remains missing</li> </ul>

### **Day 2 - Follow up phone call**

A subsequent telephone call must be made either from the school landline or preferably a mobile phone.

### **Day 3 – Write/email parents**

Write or email to the parent in plain English, asking for contact to be made with the school immediately. Please give the parents/carers 3 working days to make contact and if you are aware that English may not be the parent's first language, copy the letter into a language that may be more accessible.

### **Day 5/6 - Home visit**

Arrange a visit to the home address ensuring that risk assessments are in place

### **Once you have completed these checks (or within 10 days, whichever is earlier)**

If the child has not been seen and the parents or carers have not made contact with either, schools must report the child as missing from education.

## **Other Monitoring -**

The administrative officer will check attendance through the SIMS attendance module on a monthly basis. Any unexplained absences will be followed up with a letter or telephone call to parents asking for an explanation.

Any children with attendance below 95% will be noted. In the first instance of low attendance a standard school letter will be sent reminding parents/carers of the importance of regular attendance. The head teacher will monitor attendance and send out letters every term.

If the situation does not improve the parent(s)/carer(s) will be asked to attend a meeting with the head teacher to offer advice and assistance on improving attendance. Referral may be made to the Educational Entitlement Officer.

The school will work towards any attendance targets set by the trust.

Good attendance and punctuality will be promoted amongst parents and children. The class with the highest attendance each week will receive the attendance trophy to keep for the week and the class will receive a small reward such as 5 minutes extra play. Children will be helped to understand the importance of good attendance and punctuality.

Attendance rates will be shared with governors and the CEO three times a year, and any issues or trends discussed.

## **Types of absence -**

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

Authorised (where the school approves pupil absence)

Unauthorised (where the school will not approve absence)

### **Authorised absences include:**

Sickness, hospital appointments, dentist, religious holidays, clinic appointments and funerals. Medical appointments should be arranged if possible outside of the school day. Where this is not possible it is expected that children only miss part of the day.

### **Unauthorised absences include:**

Most term time holidays, shopping, visiting relatives, buying shoes, going for a haircut, parent/s unwell etc.

## **Sickness -**

If a child is not fit enough to participate fully in the school day's activities, he/she should be kept at home. In the case of sickness or diarrhoea, a child should not return to school until he/she has been clear for 24 hours.

The school should be notified of any infectious illness. If a child is absent parents should telephone on the first day of absence. Verbal messages should not be sent with children. If we do not know the reason for absence, we are obliged to record it as an unauthorised absence.

### **Holidays -**

The Government has made amendments to the rules regarding children's attendance at school. With effect from 1<sup>st</sup> September 2013 head teachers can only authorise holidays in exceptional circumstances. Holidays taken which have not been authorised are marked as an unauthorised absence. Any holiday requests must be made in writing using the school form. This will be returned with a clear indication of whether the absence is authorised or not.

The school will follow the local authority procedures for unauthorised absence. With effect from April 2016 the local authority will issue a fixed penalty notice for any unauthorised absence of 5 days or more. Information about this will be shared with parents and published on the school website.

### **Punctuality**

It is important that children arrive on time at the start of the day as late arrival can make it difficult for a child to understand or settle to a task and learn successfully. Any child who arrives after registration, for reasons other than a medical appointment will be recorded as late. Late marks are recorded annually on a child's end of year Progress Report. Those children who arrive later than 9.25am without an adequate reason will be marked as 'unauthorised late'.

Frequent late arrival will be monitored by the office and a letter will be sent encouraging improvement in punctuality. If it continues, parents/carers will be invited into school to discuss how the situation can be improved. Again, referral may be made to the Educational Entitlement Officer.

### **What can parents do to help?**

- Let the school know as soon as possible why your child is away
- Send a note when your child returns to school
- Try to make appointments outside school time
- Do not allow your child to have time off school unless it is really necessary

### **End of School Day**

No child is permitted to leave the premises during school hours unless accompanied by an adult. All children should be brought to school and met in the playground at the end of the day. If you are going to be late arriving, please ring and let us know. If parents are late, children wait with a member of staff. If necessary a member of staff will contact the child's parents or emergency contacts. We will not release children to a different adult unless we have permission from the child's parent/carer.