



Parkgate House School

Attendance and Punctuality Policy

Aims

- To maintain and improve the punctuality of pupils throughout the school.
- To maintain levels of attendance throughout the school.
- To fulfill the expectation that every child is in school every day between the relevant hours for their department and absent only for medical or other authorised reasons.
- To inform parents of the importance of good attendance and punctuality.
- To inform parents and staff how punctuality and attendance will be monitored and addressed.
- To treat each case of poor punctuality or attendance individually, by finding out the reason for it and assisting parents in addressing them.

1 Introduction

- 1.1** We expect all children on roll (from Reception upward) to attend every day, when the school is in session as long as they are fit and healthy enough to do so. We believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time.
- 1.2** We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make the best provision we can for those children who, for whatever reason, are prevented from coming to school
- 1.3** Under the *Education (Pupil Registration) Regulations 1995* the Principal is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This Register will also indicate whether an absence was authorised or unauthorised.

2. Nursery Pupils

Although pupils in the Nursery Department are not yet of statutory school age, they do have a statutory entitlement to 15 hours a week of nursery education from the term after their 3rd birthday. Nursery attendance and punctuality will be monitored and addressed as deemed appropriate by the Head of Department. Any concerns relating to attendance and punctuality will be logged appropriately in the Attendance and Punctuality Log (on shared area) by the Head of Department.

3. Communication with parents

3.1 Information on lateness, illness and absence is given to parents in the Parent Handbook. Reminders of our expectations and procedures are sent home at various times of the year either as stand-alone letters or as part of our 'Start of Term' letters. The

Attendance and Punctuality Policy is also available for parents to read online via the school website.

3.2 Authorised and unauthorised absences are explained to parents. All parents are asked to inform the school office if their child is absent and explain why. This can be done by telephoning, emailing or dropping into school to personally tell the office or class teacher. Parents can also send in a note explaining the absence when their child returns to school.

4. Definitions

4.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

4.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

5 If a child is absent

5.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office when the child has been absent for more than one day. The office will endeavor to contact a parent or guardian.

5.2 When the child is absent, the parent or guardian should contact the school to explain the absence.

5.3 A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

5.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

6 Requests for leave of absence

6.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible, and therefore absence of leave during term time will be actively discouraged. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the school at least a week in advance to request permission, but normally this request will be granted.

6.2 We naturally prefer parents to take their family holiday in the normal school holiday periods. However if this is not possible, parents should request permission to withdraw their child for holiday during term time directly from the school Principal via letter or email. They will receive written confirmation whether their request has been authorised.

7 Long-term absence

7.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

7.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

8 Repeated absences

8.1 Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LEA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

8.2 The Principal reserves the right to consider taking action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

8.3 Repeated authorised absences

If the school notices that a child has periods of repeated absence, particular patterns of absence or simply that they have missed a significant amount of curriculum time due to absence (*more than 10 sessions in a half term*), then the relevant Head of Department will contact the parents to discuss this fact. During this phone call the periods of absence will be discussed, reasons for absence confirmed and the Head of Department will raise awareness of the impact on curriculum time. They will also ask if there is any way in

which the school can offer further support. A record of this telephone call will be kept within the child's centralized folder and minutes will be emailed to SMT and Admin manager. If the school feels it is appropriate, a letter will also be sent outlining the concerns over the absences.

9 Punctuality

9.1 Importance of punctuality

Being in school on time is hugely important, both for the individual child and for the sake of his or her peers. Late arrivals are disruptive for the whole class and can impact significantly on how well a child settles. Class teachers will raise the importance of arriving at school on time with children and parents. This will also be communicated via letters to parents, in the parent handbook and at curriculum evenings.

9.2 Registration times

All school doors are open from **8.30am** and registration times for the different departments are as follow:

Pre-prep: 8.30-9.00am

Prep: 8.30- 8.45am

Registers stay 'open' for a ten minute period in the Pre-Prep, but arrival after 9am will still be marked as late. Any child arriving after 8.45am for Prep and 9.10am for Pre-Prep *must* report to the school office (accompanied by a parent/carer) and will be marked as late in the register. For any child arriving after 9.30am, their lateness becomes an absence in need of a legitimate reason for it to be authorised.

Afternoon registration is at 1.20pm for Pre-Prep and Prep.

9.3 Late arrivals/early leavers

Any child arriving late to school or leaving school early (for an appointment for example) should report directly to the school office so the registers can be amended accordingly.

9.4 Repeated lateness

If a child is late 3 times in any one week OR is late more than 8 times within a half term period, this is reported to the relevant Head of Department by the class teacher. A letter is sent to the parents from the Head of Department, highlighting the repeated lateness, the importance of punctuality and the impact it is having on the child and their learning. An email should be sent by the HOD to all SMT and school admin manager to inform them that a letter has been sent to the parents. Following the letter, the punctuality of the pupil will be closely monitored and should there be no further improvement, the parents will be asked to come into school to meet with the Head of Department to discuss the matter further. Should the matter escalate further, a letter from the Deputy Head will be sent, followed by a meeting. A copy of any letters sent/phone calls made should be filed in the pupil's centralized folder and minutes of phone calls and letters should be emailed to all SMT and school admin manager.

9.5 Late collection

School ends at the following times for each department:

Pre-Prep- Reception: 3.15pm

Pre-Prep- PP1/PP2: 3.45pm

Prep- Mon, Weds: 3.45pm

Tues, Thurs: 4.45pm

Whole school FRIDAY: 2.30pm

The class teacher will wait with a child who has not been collected for 10 minutes, before taking them to the school office. The office will contact the parents or carers via the list of emergency contact numbers they have. In most cases, the parent or carer may be running late and the child can wait by the school office until collection. In the rare case where the parent/carer cannot be contacted, the office staff will wait with the child until school closes at 5.30pm. If contact has still not been made please refer to the 'Uncollected Children Policy' within the school Child Protection Policy.

10 Monitoring and review

10.1 It is the responsibility of the Principal to monitor overall attendance and punctuality.

10.2 The school will keep accurate attendance records on file for a minimum period of three years.

10.3 It is the responsibility of the class teacher to monitor **attendance** and **punctuality** in their class. This includes the number of authorised and unauthorised absences and the number of late arrivals. They should report any sustained and repeated patterns of absence or lateness to their Head of Department.

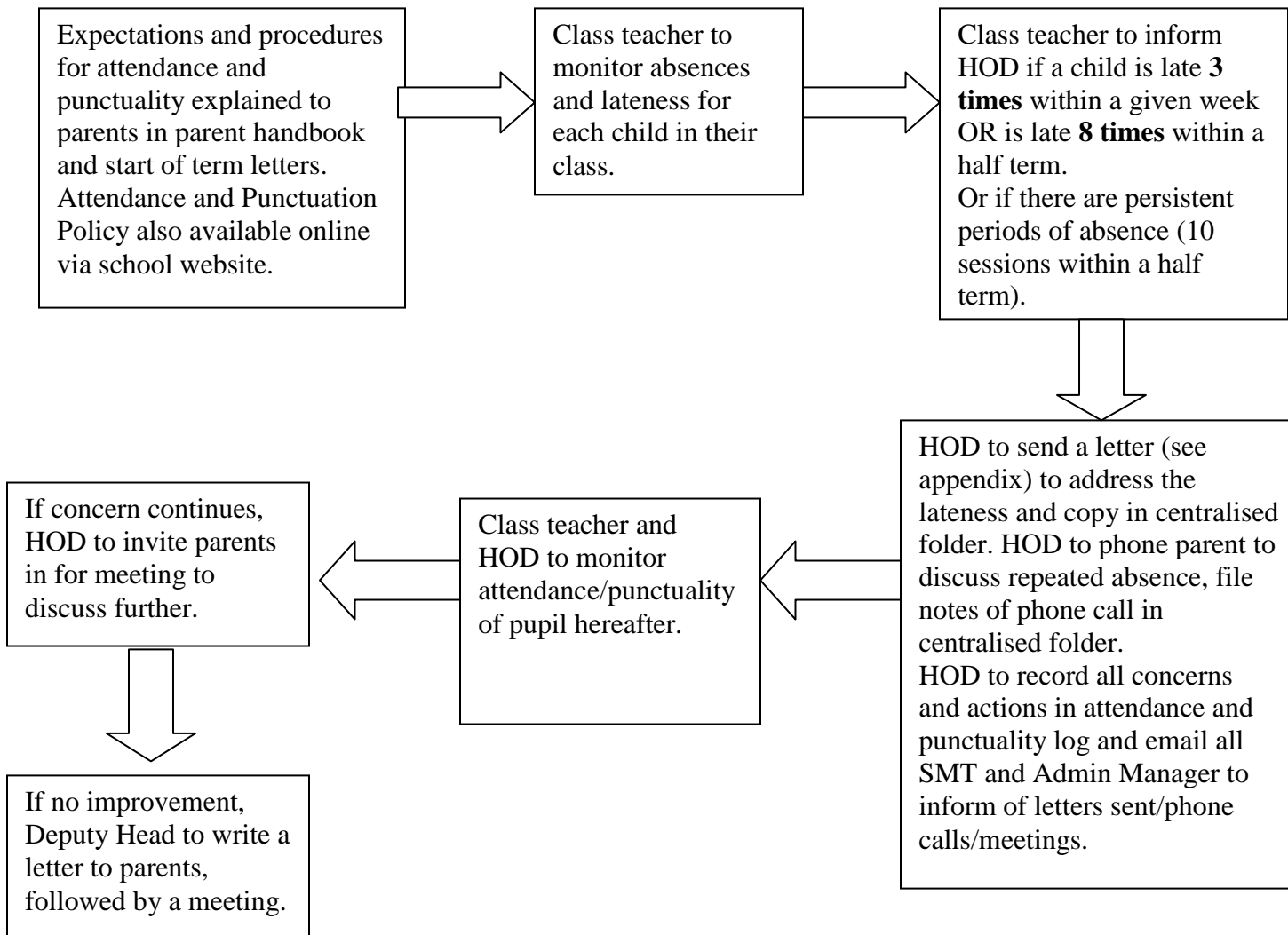
Class teachers are responsible for following up absences in the appropriate way, through contacting the parent or via the school office. If there is a concern about a child's absence, they will contact the school office immediately.

10.4 Heads of Department are responsible for monitoring the attendance and punctuality within their departments, following up any concerns raised by class teachers. All concerns, data and action taken should be recorded in the 'Attendance and Punctuality log' on the shared area.

10.5 The office collects the school's registration data each term and saves this data for each academic year. This information is provided for Ofsted during inspection.

10.6 This policy will be reviewed every year, or earlier if considered necessary.

Flow chart for 'Monitoring and addressing repeated absence and lateness'



Name of Policy Reviewer:	Anna McKenna
Date of Policy Review:	11/02/2013
Signature:	

