



*At Ashfield Valley we care for and value every child  
in a nurturing, inclusive environment.*

*All members of our school community will work  
hard to ensure that every pupil achieves their full  
potential and has the opportunity to shine.*

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# Attendance Policy

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# **ASHFIELD VALLEY PRIMARY SCHOOL**

## **ATTENDANCE AND PUNCTUALITY** **POLICY**

### **Overview**

To achieve and maintain high standards and ensure all pupils can fulfil their potential, pupils need to attend school regularly and be punctual to benefit from their education. Missing lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. It is important that learners understand that as they grow and prepare for their next stages of education and employment that good attendance and punctuality are important qualities that are valued by others and employers.

### **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
- 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

At Ashfield Valley Primary School, we will do all that we can to encourage good attendance and punctuality. Where pupils are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

### **Leave of absence during term time**

This attendance policy reflects the DfE regulations which came into force in Sept 2013 which state:

*'Head Teachers may not grant any leave of absence during term time unless there are*

*exceptional circumstances.'*

Absences during term time can have a serious and detrimental effect on students' learning and parents should not take pupils out of school other than in **exceptional circumstances**. Medical and dental appointments should take place after school or in holidays wherever possible. The school takes the view that taking pupils out of school during term time can be damaging to a pupil's educational progress. Pupils find it very difficult to catch up on the learning that they have missed and in the longer term this can have a negative impact on their progress.

Ashfield Valley Primary School interprets "exceptional" in this context as being of unique and significant emotional, educational or spiritual value to the pupil, outweighing the loss of teaching time. This interpretation will have different parameters from one case to another but the normality will be that requests for authorised absence will be refused.

Ashfield Valley 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. As a School we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our School to celebrate achievement and attendance. Attendance is a critical factor to a productive and successful school career. Our School will actively promote and encourage 100% attendance for all our pupils.

Our School will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. 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. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## **Objectives**

1. To ensure that all learners attend school well.
2. To ensure that all learners are punctual.
3. To win the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To create visibility of attendance within the school and amongst parents and children.
5. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
6. To investigate and act immediately where truancy is suspected or confirmed.
7. To work effectively with the Local Authority and other agencies to follow up attendance issues promptly and efficiently.
8. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

## **Protocols and Procedures**

### **Registration**

- Our gates open at 8:45am allowing children to enter school, prepare for registration the gates close, and lock at 9:00am.
- A child arriving after 9:00am will have to use the front entrance of the school and will be classed as late. Parents or Carers of children who are regularly late will be contacted by the school.
- All staff will complete registers accurately for each session.
- Registration Closes at 9:15 am. Children arriving beyond that time will be marked as an unauthorised absence. Office staff will be responsible for ascertaining a reason for this absence if parents or carers do not supply school with one.

### **Absence**

- Parents and Carers are required to inform the school office if their child is absent on the first day of absence and state an indication of the duration of the absence.

- If a child is absent or late due to illness, the parent must inform the school by telephone by 10.00am at the latest on the day that the child is absent and inform the office of the duration of time the pupil will be off. A specific reason must be given the absence must be given.
- The school office will make telephone contact with the parent/carer on the first day of absence if the parents have not notified the school that their child is absent. If there is no answer then the office will contact the 2<sup>nd</sup> contact and the emergency contact respectively.
- The attendance and punctuality register will be checked weekly and half termly for persistent absence or lateness and a report shared with the governors
- Parents/carers of children who are developing a pattern of lateness or absence will be contacted by the school (Attendance trigger: Falling below 95%)
- Attendance that falls below 90% is deemed as persistent absence and will result in a meeting with the attendance lead Mrs Begum. (Attendance trigger: Falling below 90%)
- A child with persistent poor attendance may be referred to the EWO.
- We encourage all medical appointments where possible to be made for children outside of the school timetable.

The parent or carer of any child leaving before the end of the school day for medical reasons must have informed the office of the reason by showing the official appointment card or letter. A copy may be made for our records.

Children with poor attendance due to medical conditions and or appointments which falls below 85% will be referred to the 'School Nursing Team. This will be communicated to the parents or carers prior to referral.

### **Support**

- Attendance to be regularly posted on the school newsletter to celebrate good class attendance.
- For children who are looked after or those who are identified as at risk, school will fulfil our reporting duties for non-arranged absence and inform the caring authority or case worker.
- Support is offered to parents who require it regarding attendance and punctuality.

### **Parent/ Carer Role**

1. Parents/ carers will promote good attendance and punctuality for their child.
2. Parents/ carers will telephone or notify the school on their child's first day of absence and subsequent days following
3. Parents/ carers will support the school by booking holidays outside of the school year unless they have exceptional circumstances.

### **Outcomes**

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.