



# Gorse Hill Primary School Attendance and Punctuality Policy

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<b>Department Owner</b>	
<b>Section Owner</b>	
<b>Approver</b>	
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## 1 Introduction

1.1 Attending school on a regular basis and being punctual is crucial for success. The best place for your child/children to be is in school, learning; any absence results in lost learning time.

1.2 Missing days of learning in succession (or over a period of time) makes catching-up more of a challenge for the pupil, and often they can find themselves falling behind.

<b>Attendance during one school year</b>	<b>equals this number of days absent</b>	<b>which is approximately this many weeks absent</b>
90%	19 days	4 weeks
80%	38 days	8 weeks
70%	57 days	11.5 weeks

1.1 Absence from school, whether authorised (valid reason) or unauthorised (no valid reason) affects an individual's ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and

shared arrangements, to take on commitments, and to contribute at work as well as at school.

1.2 Regular attendance at school is also a legal requirement.

## **2. Promoting attendance and avoiding absence from school**

2.1 The purposes underpinning the school's attendance policy are to:

- encourage 100% attendance and punctuality;
  - To ensure that every child is safeguarded and their right to education is protected.
  - To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
  - To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
  - To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
  - To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
  - To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

### ○ **3.1 We expect that our pupils will:**

- regularly attend school according to the published session times - ensuring they arrive at school in time to be registered at the beginning of the morning session 9:00 am. Doors are open from 8:50am.
- On the first day of absence and each day thereafter, they must remind their parent(s)/carer(s) of their responsibility to inform school by 8:30am via our attendance messaging system, accessed by the school telephone number (0161 865 1209) and choosing option 1.

3.2 We expect that our **parents/carers** will:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought child back to school after appointments. Pupils should miss as little time as possible. Therefore, parents are expected to:

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school on the first day of absence for their child and each day thereafter.
- Ensure that emergency contact details are regularly kept up to date at the school office.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.
- Not arrange holidays or leave of absence in term time. If there is a need for a student to take time off during term time then the student's parents/carers should complete and return the 'Request for leave of absence' form to the Head teacher who will decide whether leave should be granted. Gorse Hill Primary School will only grant leave during time in exceptional circumstance, in line with statutory regulations.

3.3 **Note:** Parents/carers who remove their child during term time without authorisation from the head teacher will incur a financial penalty and the absence will be recorded as 'unauthorised'.

3.4 The **School** will:

- In cases where parents have not informed school regarding their child's absence, school will make contact via telephone call, text or a home visit
- accurately record the attendance and any absence of a student; through a system of registering students in teaching groups and regular spot checks, identify any post registration truancy - informing parents/carers immediately should that occur;
- respond to any absence for which no parental explanation has been received after two days of absence with a telephone call or a letter to the student's home address informing parent(s)/carer(s) of the absence;
- in the case of known long term absence: where appropriate, provide work for the student at home; take action to achieve the successful reintegration of the student on their return.

#### **4. How will the Academy respond to attendance issues?**

4.1 when problems of attendance arise the Academy will:

- Write a letter to inform you of the unacceptably low levels of your child's attendance, and explain that we are monitoring your child's attendance and expect it to improve immediately.

- If your child's attendance does not improve then you will be invited to meet with the Principal/Attendance Officer to discuss the support can be offered and what the next steps are in ensuring the attendance improves.
- If this is unsuccessful in addressing attendance issues, the Educational Welfare Officer and the Regional System Leader will ensure parent(s) / carer(s) are aware of the situation and their responsibilities.

The Academy Attendance policy is in line with the E-ACT Attendance Strategy:

- All pupils with a good attendance are rewarded in line with the Academy Reward Policy.
- Attendance above 97% is expected by all our pupils
- There will be a response from the Academy for any pupil who has an attendance less than 97%. This will be to provide support through the Academy pastoral systems but may result in pursuing legal channels if their attendance is 90% or below.

## **5. Punctuality**

5.1 Punctual arrival at Academy registrations in the morning and afternoon, as well as to lessons, is important as this instils good working practices in students both inside and outside of the Academy. It also portrays a serious approach to studying and making the greatest use of opportunities available to them.

5.2 Pupils are expected to

- arrive at 9:00a.m. every day to begin with a prompt start
- arrive promptly for afternoon registration by 1: 00 p.m.
- arrive promptly at each lesson to enable maximum learning

## **References**

5.3 For staff, further guidance is available in the staff handbook in the section on teaching and learning and in the relevant sections of the Academy website. The procedures within the Academy are in line with the E-ACT Attendance Strategy.

5.4 For parents/carers, further information is published in the Academy Home-Academy Contract and in the relevant sections of the Academy website.

5.5 For students, guidance is printed in the Student Planner and in the relevant sections of the Academy website.

5.6 Departmental advice on School Attendance, DfE, October 2014,  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)