

REINWOOD INFANT AND NURSERY SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

(reviewed Autumn 2009)

Principles

At Reinwood I & N School our aim is to encourage pupils to attend school every day on time. We do this by:

- Being a welcoming school, with a positive learning environment that provides security and safety for all.
- Having clear, high expectations of all students and staff.
- Providing a broad, balanced and creative curriculum to meet the needs and interests of all learners.
- Providing well planned lessons, formative marking and supportive relationships.
- Providing a range of extra curricular activities that encourage the development of pupil skills and interests.
- Recognising good and improving attendance and punctuality.

Registration

Morning registration

- Attendance registers are marked in accordance with the guidance as laid down in the back of the registers.
- Pupils are allowed into school/classrooms from 8.50am.
- School session time starts at 8.55am.
- Registers are sent to the office by 9.05am.
- School doors will be closed by the caretaker at 9am. Any pupils arriving after this time must enter via the main entrance and report to the school office.
- Pupils arriving after the register has been called will be marked as late.

Afternoon registration

- Pupils are brought into class by LTS from 1.10pm.
- Registers are marked at 1.15pm and returned immediately to the office.

Categorising absence

There are two main types of absence authorised and unauthorised:

- Authorised absence is where the school has either given approval in advance for a pupil to be out of school, or school has accepted a justifiable explanation for an absence (Dfes Sept 2003 guidance).
- All other absence is unauthorised. Parents do not authorise absence – only school can do this.

It is expected that all children will attend school unless:

- a) Illness prevents them.
- b) The family are taking a holiday (up to 10 days with head Teacher's approval) The LA leaflet re 'term time holidays' is given to parents as children begin school and school procedures are both explained and in the school prospectus.
- c) They are attending a religious festival.

Strategies for promoting and monitoring attendance

- Clear procedures are in place in relation to parents informing school about absence (telephone call or letter on first day). This is detailed in the school prospectus.
- Reminders about procedures and impact of absence/lateness are given at parent meetings and in regular newsletters.
- Specific handouts are available for all parents.
- Good attendance and punctuality are regularly praised in each classroom.
- Pupils who are absent for a period of time through sickness will be given work to cover at home (as appropriate) and may be offered the support of the home tuition service. Provision will be made to help reintegrate these pupils upon their return to school.
- A late slip must be signed by a parent at the office for a late arrival.
- Our school clerical officer will monitor the registers weekly and will action the following procedures:
 - Write to parents whose child has 3 days unauthorised absence.
 - Write to parents whose child has 3 consecutive/regular random late marks.
 - Write to parents whose child is showing regular 'odd days' absence.
 - Make referrals to the ESW if unauthorised absence continues for 2 weeks, despite attempts from school to contact parents.
 - Make referrals to the ESW about any other concerns regarding both attendance and punctuality.
- The Headteacher will arrange to see parents as appropriate.
- Where necessary, parents will be asked to agree a contract in relation to attendance.
- Penalty notices will be issued, as a final measure, in line with agreed Kirklees' procedures (see leaflet 'Supporting School Attendance – The Anti-Social Behaviour Act 2003').
- The ESW will monitor registers with the Headteacher and school clerical officer to identify patterns of absence/lateness over a 4 week period.
- All data analysis and actions taken are filed in the attendance file (school office).
- All absences and lateness are monitored by class, gender and ethnic group, on a half termly basis. This data forms part of the school's wider planning and decision making.

- Absence figures and analysis are reported to governors termly in the Head teacher's report.

Absence due to family holidays

Wherever possible parents/carers should avoid taking their children out of school during term time for family holidays. Such absence can be very disruptive to pupils' learning and development.

Whilst it is possible for the head teacher to authorise up to 10 days absence for holiday during term time, all requests must be made in writing in advance of the holiday. This is not an entitlement and each request will be considered individually. Only in very exceptional circumstances will authorisation be given for more than 10 days in term time in any one year. A return date will be agreed with the parent. If the child does not return on this date we will investigate the possible return date and give consideration will be given to removing the child from the register.

When authorisation is not given but the absence occurs, consideration will be given to the issuing of a penalty notice.

Support for both during and return from extended absence

Where authorisation has been given for extended absence, support will be two fold:

- 1) The class teacher will endeavor to ensure that appropriate material is provided for the child so that parents/carers are able to work with the child during the period of absence from school. All children going on holiday are encouraged to keep a diary which they can share with their class upon return to school.
- 2) Upon returning to school, if the child is unable to reintegrate quickly into the class, support will be provided in terms of:
 - a) Additional ETA time if possible.
 - b) Additional work at home as agreed with parents.

The teacher will decide whatever is thought to be the most appropriate form of support for a particular child.

Policy agreed with staff spring 2009

Ratified with governors spring 2009

To be reviewed autumn 2012

Attendance – Nursery

1. At the time of entrance to Nursery, parents are asked to let the nursery staff know when their child will be absent from school, e.g., any kind of known absence including holidays, any form of illness and the expected duration of the absence.
2. Should the parents not contact the nursery they are expected to give a reason for absence on the child's return.
3. Where a child has frequent absences or continued absence the Nursery teacher will comment on this to the parent and await an explanation.
4. If the frequent/prolonged absences continue the Nursery teacher will discuss the child's attendance with the Head teacher.
5. Our school clerical officer will monitor the registers weekly and will action the following procedures:
 - Write to parents whose child is showing regular 'odd days' absence.
 - Write to parents whose child has 3 days unauthorised absence.
6. The Nursery teacher may make a home visit to discuss the situation further with the parents/carers.
7. If the situation has not been resolved then the child will lose the nursery place and the parents will be informed, in writing, as to the situation.
8. Where contact with the parents/carers proves impossible, after a period of 4 weeks it will be deemed that the child has either:
 - moved out of the area
 - circumstances are preventing the child from attending
 - the place is no longer wanted
9. When a child goes on an extended holiday that child will be removed from the Nursery register if there is no return after the agreed return date, (usually 6 weeks) and the place will be given to a child on the waiting list.

On return from an extended holiday the child will rejoin the waiting list.
10. All communications regarding holidays of any length of time must be in writing.