

Hartford Junior School



Attendance and Punctuality Policy

Written: 27th January 2016

Next Review: April 2016

Chair of Governor Signature:

Date: 3rd March 2016

Revision and edition Log

Written 27 th January 2016	SLT
Approved 3 rd March 2016	FGB



Hartford Junior School
Attendance Policy

Written : January 2016
Review :

1. **Aims**

The school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

2. **Parents' Responsibilities**

1. Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
2. Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, by letter or in person.
3. Parents may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.
4. Parents should ensure that their child arrives at school in time for the start of registration – 8.50 am. If a child arrives after 8.50 am his/her parent should report directly to the school office.
5. Parents should avoid booking family holidays during term-time. If this is absolutely unavoidable they should submit a Term Time Holiday form to the headteacher at least three weeks in advance of the period for which leave is to be requested. Leave will only be approved in exceptional circumstances. The school may issue fixed penalty notices to parents who take unauthorised leave.

3. **School Responsibilities**

1. The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
2. Registers will be called twice daily at 8.50 am and 1.45 pm. Registers will close at 9.00am and 1.55 pm. Any child arriving after the closing of the register will be recorded as 'late' for that session.
3. Teachers will complete registers in accordance with the guidance contained in the staff handbook by entry onto the computerised record system. The headteacher will inspect registers each Friday in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties

are identified at an early stage. Computerised records are collected remotely by the LA daily.

4. Should a child be absent the class teacher will enter 'N', which will be replaced with the appropriate code by the office staff . Should no explanation be received from the child's parent the office staff will endeavour to make contact with the parent.
 5. All absence notes from parents should be dated and initialled by the class teacher and sent to the office for filing.
 6. Should there be any particular concerns about an individual child's attendance or punctuality a series of 3 letters will be sent out to parents by the headteacher. These letters follow a framework provided by the Local Authority (See Appendix 1) Persistent absentees may be required to supply a doctor's note to support absence through sickness.
 7. The headteacher will regularly collect attendance data and will use this data during meetings with the school's Education Welfare Officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the EWO.
 8. The school will employ a number of strategies to promote regular, punctual attendance;
 - The headteacher and class teachers will communicate regularly with parents on attendance matters
 - Appropriate personal encouragement or congratulation will be offered to individual children
 - Clear attendance information will be entered in the school brochure
 - Local authority parents leaflets will be sent to all new parents
4. This attendance policy will be reviewed annually.