



DINNINGTON LEARNING COMMUNITY

PARTNERSHIP ATTENDANCE & PUNCTUALITY POLICY

Developed in conjunction with DfE and LA Guidance

Dinnington Learning Community Partnership Attendance and Punctuality Policy

This policy has been developed in conjunction with DfE and LA Guidance.

Reference to Parent/Carer throughout this document also includes any person who has parental responsibility or who cares for children.

Reference to school(s) throughout this document includes:

- Dinnington Comprehensive
- Anston Brook Primary School
- Anston Greenlands Junior and Infant School
- Anston Park Infants
- Anston Park Juniors
- Dinnington Community Primary School
- Laughton Junior and Infant School
- Laughton All Saint CofE Primary School
- St Joseph's Catholic Primary School (Dinnington)
- Woodsetts Primary

Aims and Principles of Good Attendance

- ❖ The schools are committed to maximising the achievement and attainment of all pupils.
- ❖ There is a clear link between good attendance and educational achievement.
- ❖ Regular and punctual attendance is vital if pupils/students are to benefit fully from the academic, personal and social opportunities, which are offered to them within the schools.
- ❖ Parents/carers play an important role in supporting the schools and encouraging pupils/students to reach good attendance levels.
- ❖ A broad and balanced education is dependent on regular attendance at school.
- ❖ School will take appropriate action to promote and encourage good attendance.
- ❖ 2016-17 target for Anston Brook is 96%, for Woodsetts is 96.5%.

Statement of Expectations

What the schools expects of the pupils:

- ❖ To attend regularly, i.e. every school day.
- ❖ To arrive on time, appropriately prepared for the day.
- ❖ To register at the reception office when late and provide a reason for late arrival.

What the schools expect of the parents/carers:

- ❖ To fulfil their responsibility by ensuring their children attend school regularly and on time.
- ❖ For parents to inform school on the first day of their child's absence and provide a valid reason.
- ❖ To ensure their child arrives on time and is well prepared for the school day.
- ❖ To contact the school in confidence whenever any problem occurs that may keep their child away from school.
- ❖ To inform the school of any forthcoming appointments and, where possible, arrange appointments outside of the school day, for example,
 - Where appointments are booked for late morning, pupils must attend school first.
 - If the appointment is for early morning, pupils must return to school as soon as possible.

If a pupil leaves the school premises with parental permission during the school day, staff will ensure that this is recorded (together with signing back in if they return) to comply with Health & Safety Regulations.

- ❖ Only in exceptional circumstances* will request of leave in term time be granted and will require a completed application in advance of the leave of absence. The maximum leave of absence granted in one academic year will be 5 days.
 - **It is not an entitlement to take a holiday in term time.**¹

Only in exceptional circumstances* will the leave of absence be granted up to 5 days in any academic year. No parent can demand leave of absence for the purpose of a family holiday by right.

Leave will not be granted during school transition periods (July and September) and during examination periods.

What Parents and pupils can expect of the school:

- ❖ A broad and balanced education that is dependent on regular attendance at school.
- ❖ The encouragement and promotion of good attendance and punctuality.
- ❖ Efficient and accurate recordings of attendances and punctuality.
- ❖ First day contact with parents when a pupil fails to attend school.
- ❖ Any barriers to attendance, dealt with efficiently.
- ❖ Close liaison with the attendance team to assist and support families where needed.

¹ Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of 10 days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted

* An example of exceptional circumstance is an Armed Services family where the parent in the Armed Services is home on leave.

- ❖ Notification to parents/carers of attendance through reports home.

- ❖ When a pupil's attendance falls below 92%, parents will be sent a letter saying that their child is at risk of being a Persistent Absentee (90%). Support will be offered to improve attendance and advice given that failure to attend school regularly and on time could result in prosecution under section 444 of the Education Act. If there is no improvement parents/carers will be required to meet with the Attendance Panel.

Understanding Different Types of Absence

Only school can authorise absence as authorised or unauthorised, not parents. This is why information about the cause of any absence is always required to ensure a pupil's attendance is correctly categorised.

Authorised absences are mornings or afternoons away from school for an acceptable reason, for example: illness and/or medical/dental appointments which unavoidably fall in the school day, emergencies or other unavoidable reasons.

Unauthorised absences are those which the school does not consider being reasonable and for which no "leave" has been given. This includes:

- Parents keeping children away from school unnecessarily
- Truancy
- Absence that has never been properly explained
- Pupils who arrive in school too late to receive their mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time (except in exceptional circumstances)

These types of absence can lead to the local authority using sanctions and/or legal proceedings.

Whilst most pupils will be away from school because of illness, some individuals can be reluctant to attend. Any such problems with regular attendance are best resolved between the school and the family. If a parent thinks their child is reluctant to attend school then we encourage the family to work with all involved to understand the root problem. When necessary we engage the support of other agencies such as the School Nurse and Education Welfare Service.

- Each day counts for 2 (am/pm) marks of attendance or absence.

ATTENDANCE PROCEDURES –

Registration Procedure

Anston Brook

- ❖ Foundation Stage 1 sessions are 9.00 until 12.00 each morning or 12.30 until 3.30 in the afternoon.
- ❖ Foundation Stage 2 registration begins at 8.40 each morning and at 1.30 in the afternoon.
- ❖ Key Stage 1 registration begins at 8.40 each morning and at 1.30 in the afternoon.
- ❖ Key Stage 2 registration begins at 8.40 each morning and at 1.30 in the afternoon.

- ❖ Registers will be taken electronically in each KS1 and KS2 class by 8.45 prompt.

- ❖ All marks must be made accurately.

- ❖ Staff should be on the yard 5 minutes before the start of the registration period.

- ❖ If pupils arrive 5 minutes after registration closes, they will be deemed to be late and will have to report to the school office to register attendance.

- ❖ The morning register closes at 10.30 am. After that time an unauthorised absence will be recorded unless a medical appointment has been attended.

Woodsetts

- ❖ Foundation Stage 1 sessions are 9.00 until 12.00 each morning.
- ❖ Foundation Stage 2 registration begins at 8.45 each morning and at 1.15 in the afternoon.
- ❖ Key Stage 1 registration begins at 8.45 each morning and at 1.15 in the afternoon.
- ❖ Key Stage 2 registration begins at 8.45 each morning and at 1.15 in the afternoon.

- ❖ Registers will be taken electronically in each KS1 and KS2 class by 8.50 prompt.

- ❖ All marks must be made accurately.

- ❖ Staff should be on the yard 5 minutes before the start of the registration period.

- ❖ If pupils arrive 5 minutes after registration closes, they will be deemed to be late and will have to report to the school office to register attendance.

- ❖ The morning register closes at 10.30 am. After that time an unauthorised absence will be recorded unless a medical appointment has been attended.

Responding to Lateness

- ❖ Parents of pupils who are late will be issued with a letter after 5 late marks in a half-term, followed by a second letter after a further 5 late marks. The Executive Leadership Team will become involved if lateness persists.

- ❖ From time to time the Education Welfare Officer will do a 'Late Gate'.

- ❖ The Education Welfare Officer will become involved where there are constant issues around lateness.

Response to Attendance Issues

- ❖ Returns on persistent absences will be made to the Local Authority each half term.
- ❖ Appropriate strategies will be employed in order to address the attendance of individual pupils/students
- ❖ After long periods of absence reintegration procedures will be followed.
- ❖ Attendance data will be collected, analysed and monitored. The Dinnington Learning Community will respond to any areas of concern identified.

Policy Reviewed on: February 2016

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Policy agreed by: (Please sign)
(Print name)
(Designation)
(Date)

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