



EAST CROMPTON SAINT GEORGE'S PRIMARY SCHOOL

ATTENDANCE, PUNCTUALITY AND ABSENCE POLICY

Policy approved by Local Governing Body

M. Glasty

HAZEL GLOSTER

Next review date: March 2020

DATE MARCH 2017

EAST CROMPTON SAINT GEORGE'S CHURCH OF ENGLAND PRIMARY SCHOOL
GEORGE STREET, SHAW, OLDHAM, OL2 8AX

"Working together to reach our true potential in a caring Christian environment, valuing ourselves and others"

ATTENDANCE AND PUNCTUALITY

Rationale

At St George's CE Primary School we believe that children achieve best when they attend school regularly. Punctuality is equally important as learning starts at 8.50am and children need to engage in every learning opportunity.

Purpose

- To ensure that all learners attend school regularly
- To ensure that all learners are punctual.
- To keep accurate records of attendance
- Absences will be chased up if school has not been notified by 10.00 am
- To investigate and act immediately where truancy is suspected or confirmed
- To work effectively with the LA and other agencies to follow up attendance issues promptly and effectively
- To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement

PUNCTUALITY

- We bring the children in at **8.50am**. This is the time your child must be in the line in the playground, so you need to ensure your child is coming through the school gate before this time.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child.
- All children arriving **after 9.00 am must be accompanied to the school office by the parent /carer**, where they will be asked to sign them in.
- Children arriving between 9.00-9.30am will be recorded as L (late). Children arriving after 9.30am, when registers close, will be recorded as U (unauthorised late).

Lateness is monitored regularly. Where children have persistent lateness problems the head will invite the parents into the school to a formal meeting

Guidelines

- At the pre-school (Reception) induction meetings held each year for children about to enter main school, the importance of regular attendance/punctuality is discussed and explained.
- Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent on the first day of absence. This can be done by telephoning school before 9.30 am. Parents can also call into school to see the class teacher or

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the office administrator to explain an absence. All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the pastoral lead and/or the school administrator contacts the parent/carer after 10.00 am

- All staff will complete registers accurately for each session and they will draw to the pastoral and/or head teacher's attention any absences that are cause for concern or suspicion.
- Learners arriving late will be reported to the pastoral and/or head teacher and each teacher will have a record in their register of the times and occasions that a learner is late.
- The pastoral lead and/or the school office will make telephone contact with a home when a child is absent if the parents have not notified the school.
- Where a learner is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.
- The school will use the school attendance officer to follow up absences that are suspicious or causing concern.
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.
- Children will be rewarded with certificates for good attendance and this will be celebrated in assemblies termly.

ABSENCES

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance. We realise that there are *rare* occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

UNAUTHORISED ABSENCE

There are times when children are absent for reasons, which are *not* permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Parents are unwell
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfES guidance.
- Haircut
- Birthday
- Unapproved holidays

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FAMILY HOLIDAYS DURING TERM TIME

- A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for subsequent lessons on their return. There is a consequent risk of underachievement.
- Parents / carers do not have an automatic right to take their child out of school for a holiday during term time. As a result family holidays should be planned during the school holidays.

SCHOOL OUTINGS/VISITS/RESIDENTIAL TRIPS

- Opportunities for children to attend these activities are provided. If they do not go, the children *are expected to be in school*, where alternative arrangements will be made for them.
- Governors **will not authorize** absence if the child does not attend school during this time, unless there is a medical reason, valid medical certificate provided or there are exceptional family circumstances.

WAYS TO REPORT YOUR CHILD'S ABSENCE

The best way to contact school is by texting us on **07786 207779**. Please make sure to state the reason for your child's absence clearly. The school office can also be contacted by calling **01706 847 502** and selecting option #1. Please note that this number can be very busy during the morning period and therefore you may be forwarded to our voice messaging service, which is checked several times a day.

We can also receive absence messages by emailing info@stgeorges.oldham.sch.uk . Please always visit the school office rather than leaving absence messages with class teachers. If your child has a medical appointment, we would appreciate evidence of the appointment time in advance when possible. If we have not heard from an absent child's parent/ carer by 10am, we will send a text message.

KEEPING US UP TO DATE

If your child has several days of absence, we do appreciate being contacted to be updated on their condition. We are also able to give advice on how many days a child should have off with certain illnesses based on guidance from the Health Protection Agency.