



REINWOOD JUNIOR SCHOOL

Attendance and Punctuality Policy

Date: November 2017 Review date: November 2018 Version no: 7

Principles

At Reinwood Junior 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 supporting relationships.
- Recognising good and improving attendance and punctuality.

Registration

Morning registration

- Attendance registers are completed in accordance with the guidance as laid down by the DfE.
- Year 3 pupils are collected from the playground by their teacher at 8.50am for the first week.
- Pupils are allowed to enter the school between 8.50am – 9am
- School session time starts at 9am.
- Registers are taken at 9.00 a.m. and close at 9.30am.
- School doors will be closed 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 completed will be marked as late.

Afternoon Registration

- Pupils are supervised into class by LTS from 1.15 pm.
- Registers are completed at 1.30pm.

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.
- All other absence is unauthorised. Parents do not authorise absence – only school can do this.
- No holidays in term time will be authorised unless exceptional circumstances (parents in armed forces, fire service or police) unauthorised absences may incur a fine.

It is expected that all children will attend school unless:

- a) Illness prevents them.
- b) They are attending a religious festival.

Strategies for promoting and monitoring attendance

- Clear procedures are in place in relation to informing school about absence.

Emergency Contact and First-day Calling Procedures

There have been recent cases, which highlight the need for more robust emergency contacts and first-day calling procedures.

As a result we have updated guidance for First-Day Calling Procedures.

In regard to No. 6 below – if you haven't already done this – please supply school with the contact details (in a note) of someone at a different address to you child/ren e.g. an Auntie or a Grandparent. Please give Title, full name and relationship to child of this contact. Thank you.

First-Day Calling Procedure – Primary Schools

1. Class registers completed and saved
 2. Late children checked against registers if recorded separately
 3. Absence calls listened to/attendance emails checked
 4. First day text sent to first name on contact list within half an hour of school start time asking for response
 5. If no response to text call first name on contact list within 45 minutes of school start time
 6. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted
 7. If no reply send second text and email to first and second contacts on list
 8. Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time
 9. HT/DSL to risk assess the current level of concern and consider whether circumstances warrant a home visit.
 10. Home visit to be made following decision 9, where possible by school staff or any other agency involved with the child.
 11. Contact Police to initiate a "safe and well" check if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.
- 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 register must be signed at the office for a late arrival.
- Our business support officer will monitor attendance weekly and will action the following procedures:
 - Write to parents whose child is showing regular 'odd days' absence.
 - Make referrals to the Attendance and Pupil Support Office and the Children Missing in Education Team if unauthorised absence continues for 4 weeks, despite attempts from school to contact parents.
 - Make referrals to the APSO about any other concerns regarding both attendance and punctuality.
- The Head Teacher will arrange to see parents as appropriate.
- When 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.
- The Attendance and Pupil Support Officer will monitor attendance with the Head Teacher 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.
- Extra playtime is awarded to the class with the highest attendance. The pupils are rewarded with an extra playtime.
- If all classes achieve 95%, the whole school will receive an extra playtime.
- Parents will be informed of their child's half termly attendance.

Special occasions

A request for a child to attend a special occasion during school time, e.g. family wedding must be made in advance and the Head Teacher will make the decision as whether to authorise the absence. Parents will be notified of the Head Teacher's decision. A child's attendance and progress will be taken into consideration.

Bereavement

The school is sensitive to family requests for a child's attendance at funerals or associated events. The Head Teacher will offer the family advice over absence in this instance.

Term Time Absence

New guidance from the DfE in 2013 makes clear that

headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Whilst it is therefore possible, only in exceptional circumstances, for the head teacher to authorise absence during term time, all requests must be made in writing in advance of the absence. This is not an entitlement; each request will be considered individually and will be dependent upon previous absence & educational attainment. Parents/carers are advised

not to make any arrangements until the request for leave of absence has been considered. If the child does not return on the agreed date, we will investigate the possible return date and consideration will be given to removing the child from the register.

Did you know?

- 90% attendance – 10% absence – is the equivalent of missing half a day per week every week of the year
- Arriving 10 minutes late every day is the equivalent to almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 weeks of learning.

Equal Opportunities

Kirklees LA requires all its schools, colleges and services to promote racial and sexual equality, harmony, understanding and justice. We promote tolerance of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations (and other groups with protected characteristics) through the effective spiritual moral, social and cultural development of pupils, including through the extent to which schools engage their pupils, including through the extent to which schools engage their pupils in extra-curricular activity and volunteering within their local community.

The staff and pupils at Reinwood Junior School uphold this requirement and act accordingly.

Positive Mental Health and Wellbeing

We aim to promote positive mental health for every member of our staff and student body. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable students.

We aim to recognise and respond to mental ill health by developing and implementing practical, relevant and effective mental health policies and procedures. We aim to promote a safe and stable environment for students affected both directly and indirectly by mental ill health.

Version History

Version	Date	Change	Author	Approved
3	December 2013	updated	Mrs. Spooner/Mrs. Eastwood	December 2013
4	July 2014	updated	Mrs. Spooner/Mrs. Eastwood	September 2014
5	April 2015	updated	Mrs. Spooner/Mrs. Eastwood	June 2015
6	November 2016	updated	Mrs. Eastwood	November 2016
7	November 2017	updated	Mrs. Eastwood	November 2017

Signed