



St Ann's Well Academy

A L.E.A.D. Academy

Attendance and Punctuality Policy

Reviewed: September 12th 2017

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1. Aims of this policy:

- to give a clear outline of our strategies in order to promote good attendance;
- to explain the procedures for monitoring attendance;
- to clarify the mechanisms for dealing with poor attendance.

2. Rational on Attendance

It is our intention to ensure that every child enjoys coming to school. By providing a stimulating, challenging and secure environment, the children will be encouraged to attend school regularly.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any problems which can be followed up by written and or verbal communication with parents.

Good habits are developed from an early age. It is vital that punctuality is the norm rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time keeping for all pupils and through regular contact with parents and carers.

The school recognises and adheres to Nottingham City Council Children and Families, Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct (see Appendix One) and the latest DfE guidelines.

3. Registration times:

Gates open at 8:50 and close at 9:00

Morning: 9.00am – 9.10am

Afternoon: Classes 1 and 2 12.45pm
Classes 3, 4, 5 and 6 1.15pm

The register remains open until 9.10am; thereafter a child is marked late. The registers are collected at 9.10am. Late arrivals are added into the class by the admin team, with any arrivals after 9.10am being recorded in the late log and will be mark unauthorised.

At times of exceptional weather the register may, in accordance to DfE guideline remain open until 9.30am.

At St Ann's Well Academy, we believe good timekeeping is an essential skill that all of our children should learn from an early age. Our Family Liaison Officer will monitor punctuality through our register system. If your child is or has been late more than two times in one month, our Family



Liaison Officer will make contact to ensure all children are supported in getting to school on time every day.

4. Marking and the Layout of the Register

- Only authorised persons may complete the registers.
- Standard registers are used for every class.
- Pupil's names are entered in ink - surname followed by first name.
- Addresses, parent's names and, where available, telephone numbers are also entered.
- Changes of address are noted at the back of the register, these are also maintained in office records.
- Gaps are left between register entries to denote official school holidays. A new page is started every half term. Closure for an inset day is also recognised by ruling a line through the appropriate day.
- Week ending dates are filled in at the top of each weekly column.
- Totals of pupils present are added up at the bottom of each day for the morning and afternoon sessions.
- If a child is marked present or absent by mistake, then the mark will be altered by the admin team. (The total for that session should also be altered.)
- All attendance is collected on the schools computer system, SIMS. This is the official register.

5. 'How do we Monitor Attendance?'

- All pupils' attendance is monitored daily and weekly using data analysis from the electronic register.
- The school operates a 'traffic light' system when monitoring attendance.
 - **'Green Zone'** pupils with 96% or above require no action regarding their attendance
 - **'Amber Zone'** pupils with between above 91%-96% attendance, these pupils are monitored are carefully monitored by the school, letters are sent to parents to let them know their children's attendance has dropped into the Amber zone. Absences when attendance has dropped to 86% or below will not be authorised in line with Government guidelines.
 - **'Red Zone'** pupils with 90% attendance and below with satisfactory reason, may be referred to Education welfare, who will consider instigating Legal Action. Parents/carers will be informed by letter that this is to happen.
- Statistical evidence for the whole school and for individual classes is analysed weekly and half termly and the results are shared with staff.
- The Headteacher and the Attendance officer review pupils' attendance weekly.

6. Record of Absence' and procedures for following up absence:



- Only the Headteacher can authorise absences.
- If letters/notes come from parent/carers directly to the teacher then these should be signed and dated by the teacher and passed to the admin office.
- If the teacher receives a verbal communication then it must be recorded, and pass to the admin office to be recorded on the appropriate days.
- All information about absences and logs of the schools attempts to make contact with home is recorded electronically on SIMS and pupils absence records.
- All unexplained absences will be followed up by a text message on the morning of the absence.
- If there has been no communication on the first day of absence, the Attendance officer is informed to follow up the absence.
- If the child has not returned to school for two days and there has been no contact made then the attendance officer will make a home visit.
- After a week if still no reason for the absence has been ascertained then a letter is sent in a final attempt to gain a reason.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the school register.
- If a child is absent and no contact has been successful the school or the attendance officer will refer the child to Social Care in line with the school's Child Protection Policy around safeguarding.
- If a child is missing for two weeks then s/he will be referred as a missing child to Education Welfare.

7. Holidays

- Due to changes in DfE guidelines (September 2013) the Headteacher may authorise requests for leave if the request was made in advance and there are exceptional circumstances relating to the application.
- If a family is affected by extremely difficult circumstances then the Headteacher may reserve the right to authorise 'leave of absence'. **It should be understood that 'leave of absence' will only be authorised for seven days in the most testing and difficult circumstances.** Authorisation in these circumstances should be requested prior to booking flights or the organisation of any other arrangements to avoid difficulties or financial loss.
- Where families are known to have taken children out of school during term time without prior agreement proceedings will commence for Penalty Notices to be issued. These are issued per child/per adult.
- Due to the Year 6 Statutory Assessment Tests (SATs), school cannot condone any absence during the SATs week in May. Children who are knowingly taken from school to go on holiday during SATs will be referred to Education Welfare for Penalty Notices to be issued.

8. Punctuality



- The school day starts at **9.00am** and registration starts at 9.00am
- The register will close at 9.10.
- At St Ann's Well we will open the classroom doors at 8.50. This is to give the children the opportunity to get into class before the start of the registration period. Doors will be closed at 9.00am. Any children arriving after that time will need to go to the office to sign in as late.
- Any pupil arriving after the close of register will be recorded as late.
- If a child is persistently late, the school will involve the school's attendance officer and may result in a referral to Education Welfare.

9. Targets and Rewards

- Individual certificates are presented to children for full term 100% attendance. Certificates are also awarded for excellent attendance (98% and above) and good attendance (97% up to 98%)
- All certificates are presented in class or assembly.
- The class with the highest attendance of the week is awarded a treat in the following week's achievement service.
- We have a weekly attendance figures displayed in the school hall.

10. Communication with Parents

- Parents are regularly informed about attendance issues in the newsletters.
- Parents are politely rung or have a text message sent on the first day of their child's absence
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties that can be served for non-attendance.
- Parents/ carers of pupils whose attendance is below 96% are sent letters to inform them that their child's attendance has fallen into the amber or red zone.
- Attendance officer contact is initiated if the attendance of a child drops below 96% or if there are unauthorised absences. Families causing concern are also supported by the school in resolving any attendance issues.
- An Education Welfare specialist is consulted if the attendance of a child drops below 90% or if there is unauthorised absences. Families causing concern are support by the school in resolving attendance issues.
- School will attempt to work with parent/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to school.

11. Legal Action



Under the Anti-Social Behaviour Act 2003, the Education Welfare Service has the power to issue Penalty Notices and to take Legal Action:

- to the parents/carers of a child who fails to attend school regularly;
- at the request of the Headteacher in respect of children and young people who are regularly late after the close of the register;
- where unauthorised absences have occurred due to unapproved holidays being taken in during term time.
- When school is unable to address the concerns regarding a child's unauthorised absence, a request for Service is made to the Education Welfare Service. The decision to initiate legal sanctions is based on the evidence and history of the individual case

All of the above is subject to the school making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the school website and ensuring the Governing Body have adopted the policy and therefore support the action.

The school adheres to the Local Authority Code of Conduct.

12. Equal Opportunities

- Please refer to St Ann's Well Academy's equal opportunities policy when reading this policy

13. Religious Observance

- Nottingham city is a vibrant and diverse city that promotes respect for the faiths and values of all its communities. There are many religions celebrated in our schools and it is important that we recognise the diversity of the school population.
- In Nottingham city one day for each religious festival (no more than three days in any one academic year) should be counted as authorised absence. The Student Regulations 2006 state that absence for religious observance should be treated as authorised (absence) '**on a day exclusively set apart for religious observance by the religious body to which the parent belongs**'. Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.

14. Review

- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every half term and included in the Head teacher's termly Report to Governors