

Attendance and Lateness Policy



ATTENDANCE AND LATENESS POLICY

Eatock School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels safe and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school has established an effective attendance and timekeeping monitoring system and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

Leave of Absence

Pupils' attendance should be at least 95% unless they have a serious illness. This means that most children should **not** have more than 10 days absence per year.

Holidays during term are detrimental to a child's education and **should be avoided if at all possible**.

Holidays will **not be** authorised for:

- Y6 children from September to May (end of SATs week).
- Absence during the first half term of any term.
- Children with less than 95% attendance.
- Children with a poor punctuality record.
- Children whose achievement falls below the expectation for their age group

Unauthorised absences are subject to involvement by the Local Authority as taking your child out of school will have a detrimental effect on their learning and progress.

Exceptional Circumstances

The government has issued instructions to schools that if parents/carers feel that it is necessary to apply for leave of absence for any reason, then they should apply to the Headteacher by completing the 'Leave of Absence' request form and handing it into the school office, no later than three weeks before the requested absence is due to commence. Also enclosing evidence of their reasons where possible.

The work and holiday schedules of parents and carers are not sufficient reason for children to be granted leave under the new legislation. Leave can be granted by the Headteacher in exceptional circumstances. **These are determined on an individual basis and are at the discretion of the Headteacher.**

Aims

- To improve the overall percentage of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To provide support, advice and guidance to parents and pupils.

- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To promote effective partnerships with the Education Social Work Service and with other attendance and punctuality services and agencies.

Objectives

- Establish and maintain a high profile for attendance and punctuality.
- Monitor the attendance and punctuality of individuals and groups on a termly and annual basis.
- Use the school prospectus, newsletters, Facebook, school website and Governors Annual report to Parents and Staff Information file to promote good attendance and punctuality. Highlight the negative effects of term-time holidays to children's education.
- Provide training on the use of the school's electronic absence and lateness system.
- Headteacher and designated office staff to discuss attendance issues weekly. Inform parents where children have poor attendance and punctuality.

Absence Procedures

- Parent/Carer to inform school before 8.30am of pupil absence on 1st day of absence and then a daily update phone call from parent/carer should follow throughout the period of absence.
- Where a parent/carer hasn't made contact, the school office staff is to seek contact before 10am.
- Where contact cannot be made, the absence should be passed to the Headteacher to investigate further.

Lateness Procedures

- The school register opens at 8.50am. Lessons begin at 9am prompt.
- Where a pupil arrives between 9am – 9.20am, an 'L' will be recorded on the class register. Should a pupil arrive after 9.20am, a 'U' will be recorded on the class register – indicating the child has arrived after the registration has closed. Another absence code may be recorded if appropriate e.g. 'M' will be used if a pupil has arrived after the registration has closed, due to a medical appointment.
- In circumstances such as bad weather, or public transport difficulties, school may keep the register open for a longer period of time.

Additional Procedures

- The designated office staff member will update the Headteacher weekly regarding absence and attendance figures.

- The Headteacher and designated office staff member will review attendance and lateness half termly.
- The Headteacher and designated office staff member will review attendance and lateness on a formal basis each term to agree any further actions and produce a report.
- Where concerns arise regarding attendance and lateness, the Headteacher will be proactive in arranging a meeting with parents/carers.
- Actively promote attendance and associated reward and effective sanctions.
- Arrange multi-agency liaison meetings as appropriate.
- Set annual targets for absence with the Governing Body.

Agency	Name/Department	Telephone Number
Greater Manchester Police	PPIU	0161 872 5050
Social Services	Assessment and Referral	01204 337479
Pupil and Student Services	Jayne Roscoe	01204 332139
Early Intervention Service	Steve Berryman	01204 334202

*Policy Reviewed January 2018 by Headteacher and staff.
Policy adopted January 2018.*