



# Attendance and Punctuality Policy

	<b>Date</b>
Review	September 2018
Next Review	September 2020

Raglan Primary School and Nursery  
Part of Connect Schools Academy Trust

**Rationale:**

At Raglan Primary School and Nursery, we actively promote regular, punctual attendance for pupils. We know that it is vitally important to ensure the best possible learning outcomes for all of our children. We understand that the whole school community takes responsibility for attendance and we work in partnership with children, parents and carers.

**Aims:**

- To raise standards by increasing pupil attendance to at least 96.5% & improving punctuality.
- To maximise educational opportunities in school and enhance opportunities for economic well being in later life.

**Guidelines:**

**1) First day - Reasons for absence:**

Parents/carers are asked to contact the school office by phone, email or in person by 9.15am on the first day of their child's absence from school and give some indication of the nature and length of the absence.

**What we will do:**

If you do not report your child absent on the first day, the office will send you an automated Schoolcomms message asking the parent/carer to report the reason for absence. If we have not had a response before noon the office will phone the parent/carer. If your child is then absent on the consecutive day, and the parent/carer has not made contact with the school to report the reason for absence, we will send a Schoolcomms message followed by a phone call.

If we are still unable to speak to the parent/carer or have received confirmation of why your child is absent, this becomes a safeguarding concern as your child is deemed to be missing.

Therefore, to confirm your child's whereabouts, a home visit will be made. If we are still unable to get a response, we will contact the police. This may be recorded as an unauthorised absence.

**2) Authorised Absences May Include:**

Sickness, hospital, dental or clinic appointments, religious observance and close family funerals. Medical and dental appointments should be arranged, if possible, outside the school day. Where this is not possible, it is expected that pupils only miss part of the day and return

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as soon as is practical. A copy of the medical appointment form should be forwarded to school.

**3) Unauthorised Absences Include:**

- Unreported absences.
- Social or routine activities, e.g. going for a haircut or shopping. Absences of this nature should be scheduled at the weekend or during school holidays. If parent/carer is unwell, they should make appropriate arrangements for their child to be brought to school.

**4) Holiday Requests**

As from 1 September 2013 the Department of Education guidelines have deleted reference to holidays taken out of term time. Headteachers can only authorise absences in term time for exceptional circumstances. Consequences may result in a penalty notice being issued.

**5) Response to Regular or Prolonged Absence:**

If a child continues to be absent, details will be passed to the Headteacher/Family Worker, who will invite the parent/carer into school for a meeting to discuss the issues and find a solution. This may involve including outside agencies to support the family.

If there is still no improvement the school will make a referral to the Educational Welfare Officer (EWO) as persistent attendance problems with unauthorised absences have a detrimental impact a child's education.

**Lateness**

School starts at 8:50am for the KS2 and 8:55am for the KS1. Doors are shut at 9.00am. Lateness is classed as any child coming into school after 8.55am. All children arriving late must report to the office where they will be signed in and given a late card to take to class so that the class teacher knows the child has been signed into school late. Parents/carers are asked to write the actual reason for the child being late.

**Monitoring and Evaluation**

Raglan Primary School and Nursery regularly reviews attendance and lateness and employs a range of strategies to promote this. These include phone calls, letters and meetings with target setting to encourage and maintain good attendance.

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Throughout the year, parents/carers are kept informed of their child's attendance 3 times per year via the Autumn, Spring and End of Year pupil reports.

Every child with 100% attendance at the end of each term will be presented with a certificate in assembly.

**Procedures:**

- Registers of all classes are kept and monitored by the office staff daily.
- Daily records are kept of all children who arrive late.

**Lateness and Attendance Figures are Scrutinised on a Regular Basis**

- Lateness is monitored weekly. Letters will initially be sent to parents reminding them of the importance of their child being on time. Where children are persistently late, the Headteacher will invite the parent/carer into school to discuss the situation and find a solution. If there is no improvement the matter will be referred to the Education Welfare Officer.
- Attendance letters will be sent home if the attendance is deemed a concern. Parents/carers of children with continued poor attendance will have their reasons for absence monitored and this could result in the issuing of a Fixed Penalty Notice.
- Daily attendance is made up of a morning and afternoon mark. For example, although a Medical appointment is an excused absence, a pupil's attendance is impacted.

The school's Attendance Officer and Family Worker meets regularly to discuss pupil attendance data. All systems and procedures will be reviewed annually.