

CREST INFANT & NURSERY SCHOOL



ATTENDANCE AND PUNCTUALITY POLICY

Person Responsible: Kerry Seales

Date of this policy: November 2023

Date of the next review: November 2025



Attendance & Punctuality Policy

Status: Statutory

1 Introduction

1.1 The Crest Infant & Nursery School Attendance Lead is Mrs Munson, Deputy Headteacher.

1.2 This policy follows the requirements of the Education (Pupil Registration) Regulations 1995, and subsequent amendments: the Pupil Registration Regulations (Ofsted) 2006, the Family Holidays (Term Time Holiday 2013 and the Children Missing in Education guidance (2016).

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1.4 We expect all children on roll to attend every day, when the school is in session. Our expectation for attendance is 96%. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and improvement to their learning. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

1.5 We have a duty of care to safeguard your child. Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum

2 Roles and Responsibilities

- The Governing Body has overall responsibility for the implementation of the Attendance Policy and procedures.
- The Governing Body has overall responsibility for ensuring that the Attendance Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The Headteacher is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school.
- The school will ensure that their admissions register is kept up-to-date at all times, and will encourage parents/carers to notify them of any changes as they occur.



- Staff, including teachers, support staff and volunteers, are responsible for following the Attendance Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.
- Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.
- Parents are expected to take responsibility for the attendance of their child.
- Parents are expected to collect their children on time at the end of the school day.
- Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.

3 Definitions

3.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. Reporting your child's absence can be done via ParentMail, voicemail (telephone to school office, option 1) or email to school office.
- Only the school can authorise an absence. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent is unwell, the child will still be expected to attend school.
- If you have reported your child absent due to vomiting or diarrhoea, your child must remain at home and not return to school for 24 hours from the last episode of vomiting/diarrhoea.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is absent from school without the permission from the school.

2.3 Lateness

- Children are expected to arrive at school on time. Registers will open at the below times:
 - Reception - 8:45am to 8:55am
 - Year 1 - 8:45am to 8:55am
 - Year 2 - 8:45am to 8:55am
- Children who arrive after the registers close should report to the school office.
- If children arrive after the registers have closed this will result in an unauthorised absence coded as L.
- If children arrive after 09:25 this will result in an unauthorised absence coded as U.
- Monitoring of lateness takes place on a weekly basis.
- Parents will be notified by letter where the weekly monitoring reveals more than 5 late marks in the month.
- If lateness continues, parents will be asked to come to the school to discuss the matter. If the lateness does not improve, a further letter will then be sent warning that the school is concerned and will be referring the matter to the LA's Attendance Advisory Practitioner (AAP), who may consider issuing a Fixed Penalty Notice.
- Afternoon session is recorded at 1pm registration and closes at 1:10pm.



2.4 Late Collection

- End of day collection is 3:15pm from allocated collection points. Parents are required to collect their children on time or make alternative arrangements. If using MFSE afterschool club, parents to book no later than 2:15pm.
- If parents / guardians do not collect their children by 3:45pm and no communication has been made to the school office, a member of SLT will make a safeguarding call to social services.

3 Appointments

If your child is requested to attend an appointment during school hours (i.e. doctor/dentist/therapy etc) please ensure evidence is provided to the school office.

If your child has an appointment during school hours, please ensure your child attends morning or afternoon registration where possible to guarantee this does not impact their attendance mark.

3.1 If your child is absent you must:

- Contact us no later than 9:15am on the first day of absence with an explanation of the absence. This can be done via ParentMail, email to office@crestinf.medway.sch.uk, or leaving a voicemail on our absence line (01634 844127, option 1);
- Contact the school office on the third day of absence to advise us further, and if necessary arrange an appointment with a member of staff;
- If your child is off school for 3 days or longer you are required to provide medical evidence for this absence.

3.2 If your child is absent we will:

- Send a ParentMail on the first day of absence if we have not heard from you;
- Send you a ParentMail requesting medical evidence if your child's absence is longer than 3 days or longer off school
- Send you a letter outlining your child's attendance record should the situation not improve;
- Invite you in to discuss the situation with our Home School Support Worker and Attendance Officer if absences persist;
- Refer the matter to Medway's Attendance Advisory Practitioner if your child's attendance has not improved.

4 Requests for leave of absence

We require all children to be in school for all sessions so they can make the most progress possible.

4.1 Head Teachers will NOT grant leave of absence unless in exceptional circumstances.



More affordable holidays or parents' holiday allowance/dates from their work do not constitute exceptional circumstances.

- 4.2 The application must be made in writing, via email or letter, in advance and the Head Teacher must be satisfied that there are exceptional circumstances which warrants the leave from school. Where a leave of absence is granted, the Head Teacher will determine the total number of days a pupil can be away from school. A leave of absence is granted entirely at the Head Teacher's discretion.
- 4.3 The Department of Education (DfE) and Local Authority states that Head Teachers may not grant any leave of absence during term time (unless in exceptional circumstances). If your decision remains unchanged and you decide to take your child out of school, it will be recorded as unauthorised and may be subject to a Penalty notice.
- 4.4 From September 2013, the DfE amended the Education (penalty notices) (England) Regulations 2007, so that each parent/carer who receives a Penalty Notice for taking their child out of school during term time has to pay £60 within 21 days or £120 within 28 days. Please be aware, non-payment of penalty notices, will result in Court proceedings.
- 4.5 Please also bear in mind that significant periods of absence can impact on a child's social relationships and affect friendship patterns.
- 4.6 Parents have NO RIGHT to demand that absences are authorised. (Regulation 8 of the Education Regulations 1995 applies).

5 Long-term absence

Should your child become unwell resulting in a long-term absence, the school will endeavour to provide school work for your child to complete at home, where possible. Medical evidence will be required.

6 Repeated unauthorised absences (Persistent Absenteeism)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is causing considerable damage to any child's educational prospects and we need the full support and co-operation of parents/guardians in order to tackle this.

- 6.1 We monitor all absence thoroughly. If your child is reaching the Persistent Absenteeism mark (90%) or is at risk of moving towards this, you will be informed of this immediately.
- 6.2 Persistent Absenteeism pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.
- 6.3 All our Persistent Absenteeism pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through use of a supportive member of staff and/or an individual incentive programme to improve their attendance. All Persistent



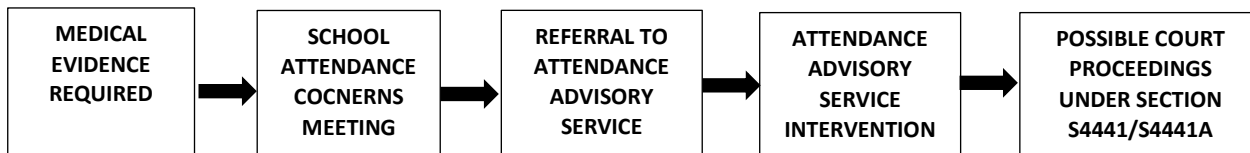
Absenteeism cases are also automatically made known to Medway's Attendance Advisory Practitioner.

- 6.4 Attendance of pupils at the school is monitored on a weekly basis. The school will liaise with the parent or guardian of any child who have unauthorised absences. If there are 10 unauthorised absences in a period of 6 weeks, a referral may be made to AASSA. If your child incurs 10 sessions of unauthorised absences in a six-school week period, a penalty notice may be issued resulting in a £60 penalty notice, increasing to £120 if not paid within 21 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance.
- 6.5 The Governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Sanctions

The School, in conjunction with Medway Council Attendance Advisory Service (AASSA) will monitor children's attendance.

- 7.1 Attendance escalation procedure is as follows:



8 Rewards for good attendance

- 8.1 Weekly attendance is monitor for each class and is celebrated in the Attendance Assembly and the class is rewarded with the Attendance Bear.
- 8.3 At the end of each term, the class with the highest attendance for that term will be rewarded with a certificate.
- 8.2 Children with 100% attendance will be rewarded a certificate at the end of Term 6 covering the whole the academic year.

Summary

Attendance is all of our responsibility. All school staff are committed to working with parents/guardians to ensure a high level of attendance is maintained.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.



EVERY SCHOOL DAY COUNTS

Attendance percentages can be misleading.

Consider the following:

100% Attendance	0 Days Missed	Excellent	Gives your child the best chance of success and gets them off to a flying start.
95% Attendance	9 Days of Absence 1 week and 4 Days of Learning Missed	Satisfactory	
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor	Less chance of success. Makes it harder to progress.
85% Attendance	27 Days of Absence 5 Weeks and 3 Days of Learning Missed Almost half a term missed	Very Poor	Serious implications on learning and progress.
80% Attendance	36 Days of Absence 7 Weeks and 3 Days of Learning Missed Half a term missed	Unacceptable	
75% Attendance	45 Days of Absence 9 Weeks and 1 Day of Learning Missed Almost 1 whole term missed	Unacceptable	



If your child has 90% attendance they will have the equivalent of:

- ½ a day off per week,
- 19 days off per year
- 247 days off over their school career of 13 academic years, equivalent to over 1 year of lost education.

Consider what this means for 80% or even 75% attendance