



Ark Ayrton
Primary Academy

ATTENDANCE AND PUNCTUALITY POLICY

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POLICY INFORMATION

Named personnel with designated responsibility for Attendance and Punctuality

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2016/2017	Philippa Dawson	Pauline Hewitt		Michael Gallagher
2017/2018	Philippa Dawson	Pauline Hewitt		Canon Peter Leonard
2018/2019	Philippa Dawson	Pauline Hewitt		Mike Pye
2019/2020	Philippa Dawson	Mandy Rutledge, Julie Ayrton		Katie Oliver
2020/2021	Julie Truscott	Mandy Rutledge, Julie Ayrton		Katie Oliver

Policy review dates

Frequency of review:

Review Date	Changes made	By whom
March 2017		Philippa Dawson
Sept 2017		Philippa Dawson
Sept 2018		Philippa Dawson
Sept 2019		Philippa Dawson
Sept 2020		Julie Truscott

Dates of staff training for this academic year

Dates	Course Title	Staff
Termly	Attendance Monitoring Team updates	Julie Truscott

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1 INTRODUCTION

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. All children registered in the nursery have the right to access early education and care. Regular attendance is essential if a child is to make the most of the educational opportunity available to them. ARK Ayrton takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore this policy seeks

to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

2 AIMS

The aims of the Attendance Policy are:

- a To raise the importance of good attendance in line with Ofsted requirements for schools.
- b Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c To improve punctuality.
- d To promote opportunities to celebrate and reward children for attendance and punctuality achievements.

3 GUIDELINES

3.1 Reasons for absence

- a Parents and carers are asked to contact the academy office by phone, text or in person if their child needs to be absent.

3.2 Authorised absences

- a School acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.
- b Nursery children are expected to have good attendance and we encourage parents to inform the Nursery of any absence. We track absences for educational and safeguarding reasons.

3.3 Unauthorised absences

- a School unacceptable reasons include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

3.4 Holidays/Trips

- a The academy supports the view that every lesson counts and discourages parents/carers of school pupils from taking holidays during term time.

3.5 Only the Headteacher can authorise absence from school.

4 ACTION TAKEN WHEN PUPILS ARE ABSENT

4.1 There are occasions when absence is unavoidable. These include:

- a Illness.
- b Medical or education appointments.

4.2 If a parent knows in advance of absence due to an appointment, the academy/nursery office should be informed and, if appropriate, the appointment card shown.

4.3 If a child is ill, the parent or carer should ring the academy/nursery to inform us and keep us informed until the child returns. If a child is absent and has been prescribed medicine by the doctor, the parent/carers will need to bring the medicine or prescription into the academy/nursery so we can photocopy the information.

4.4 If a child is absent and we have not been informed, the parent or carer will be phoned and if there is no answer, a text message will be sent on the **first day of absence**.

We will continue to try to make contact with the parent/carers and carry out a home visit if necessary until we receive an explanation for the absence.

5 WHAT HAPPENS IF ATTENDANCE IS UNACCEPTABLE?

5.1 The attendance of all pupils is reviewed weekly. If the attendance of a pupil falls below **96%/ or 4 unauthorised sessions within a term** the reasons for the absence are further investigated.

5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is

instigated:

- a At 4 unauthorised absences, the Headteacher will write to the parent or carer to warn them their child's attendance (unauthorised absence) is heading towards an unacceptable level. The situation is monitored and reviewed at subsequent weekly meetings by school staff.
 - b If no improvement is seen and the number of unauthorised absences moves to between 6 and 8, the Headteacher will write to the parent or carer with an FPN warning letter enclosing a leaflet about the FPN. An appointment is also requested to follow up this letter and information with the Attendance Officer, member of the Pastoral Team and/or the Deputy Head for Inclusion if appropriate. The situation is monitored and reviewed at subsequent weekly meetings by school staff.
 - c If no improvement is seen and the child has reached 10 unauthorised sessions within the term the Attendance Officer, in consultation with the Headteacher, sends an FPN request to the Attendance Monitoring Service.
- 5.3 If your child's attendance is unsatisfactory (below 96% with unauthorised absence) you are at risk of a referral to the Attendance Monitoring Team requesting a School Attendance Panel and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.
- 5.4 If the child is below 5 years of age, the Attendance Monitoring Team will not accept requests for FPN's. In this instance the academy will pursue the situation and in extreme cases a nursery place could be withdrawn. Parents will be charged for all contracted nursery sessions regardless of attendance.

6 LATENESS

- 6.1 The aim of the Ayrton Nursery is to offer flexible, affordable early education and care for the youngest in our community. Nursery sessions begin at 7:30am and the nursery closes at 6pm, 48 weeks a year. Please see our session sheet for more information about signing a child up for specific sessions.
- 6.2 As with attendance, the nursery encourages parents to bring their children on time for each booked session in order to provide consistency for every child. We encourage parents to let the nursery know if they are running late and sign children in and out as and when they are on the nursery site.
- 6.3 The academy day starts at 8.45am and all academy gates are closed at 8.45am.
- 6.4 Pupils who arrive after 8:45am time must enter the academy through the main entrances. They must then be signed into the late register.
- 6.5 Registers will close at 9.15am. Children who arrive after this time will be marked as 'U' (unauthorised absence). Any child persistently arriving late after the register closes and receiving 10 U's in any half term may be issued

with a Fixed Penalty Notice.

- 6.6 There is a procedure for persistent lateness before registers close - a letter of concern is sent to parents/carers when their child has been late for school more than twice in a week. If, following this letter, the child is late again, the school will request a meeting with the parent/carer and child to discuss the situation, offer support if appropriate and monitor closely.
- 6.7 Stage Process registers for absence and punctuality are kept by the Attendance Officer and reviewed weekly.

7 HOW WILL THIS INFORMATION BE COLLATED?

A register of absence and punctuality is kept. The Attendance Officer and the Deputy Head for Inclusion manage this register and meet regularly to decide necessary action.

8 ACADEMY ABSENCE AND EXTENUATING FAMILY CIRCUMSTANCES

If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form. **No absences for holidays should be authorised**, unless in extreme or exceptional circumstances. Permission for absence will **only** be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice.

9 COLLECTION

Nursery

- 9.1 Children should be collected from nursery promptly at the end of their booked session. If a child is not

collected the following actions will be taken:

- Parents/carers will be contacted once 10 minutes has elapsed from the time of collection. If the collection is at the nursery close time, parents/carers will be contacted immediately.
- If parents/carers cannot be contacted and/or have made no contact, the nursery will attempt to contact any emergency carers held on file for the child.
- If arrangements for collection of the child cannot be made after 30 minutes has elapsed the local authorities (Children's Services Duty Social Worker and/or Police) will be notified and asked to advise on next steps.
- Staff will record every late collection and any actions taken. When necessary a report including information given by Social Services as well as the time of collection and explanation for lateness will be written by the nursery manager and will be sent to Ofsted if appropriate.
- No child will be left unattended until the situation is resolved by parents/carers/local authority. There is always a minimum of 2 staff on site at all times.

School

- 9.2 School finishes at 3.45pm.
- 9.3 Staff will keep the children with them until 3.55pm. After this time children are entered into the "Late Collection Book" at the front office. On collection, parents/carers are asked to provide a reason for their lateness and sign the book.
- 9.4 As with punctuality and attendance, lateness is reviewed and discussed with parents if it becomes a cause for concern.

10 REGISTERS

- 10.1 These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.
- 10.2 Children arriving late to the academy for school will be recorded in the late register at the reception desk. This information will then be passed to the attendance team who will transfer the information into the child's record.

11 REWARDS

The class in the academy with the best attendance for the week is recognised, rewarded and presented with a cup and certificate in the celebration assembly on a Monday afternoon every week. The class with the most

improved attendance may also receive a certificate.

12 CHILDREN MISSING EDUCATION (CME)

We have a safeguarding duty in respect of our children and will rigorously pursue and investigate any unexplained absences. There are many circumstances where a child may become missing from education. Where necessary and appropriate we will adopt the local authority's procedures and policies for CME.

13 EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we may assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.