

# CHERRY GARDEN SCHOOL

## Attendance Policy



STATUS:

DRAFT

AGREE

Review Date:

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Authors:

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Agreed by Governing Body (Curr. S/c) June 2021

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## **AIMS**

To maintain and promote good attendance in order that all pupils have access to a full school day.

## **PURPOSE**

- 1) To provide guidance to teachers so that the requirements for recording attendance are met.
- 2) To provide for the management of pupils whose attendance gives cause for concern through absenteeism or lateness.
- 3) To keep parents informed of their responsibilities and of the legal requirement for them, so that their children regularly attend school.
- 4) To promote good attendance – Pupils who have 100% attendance for the term will receive an attendance certificate at the end of the term to celebrate their achievement.

## **REGISTERS**

The Register registers are completed digitally at the beginning of each morning and afternoon session.

The time of arrival of late comers is recorded in registers. The administrative officer will check the registers every morning. Any absences unaccounted for will be followed up by a telephone call to the parent/carer to establish the reason for absence. This information is then transferred onto 'Scholarpack'

Arrival after the close of the register is recorded as an unauthorised absence. According to Government guidelines unauthorised absences are recorded on the pupil's end of year report.

The local Education Authority report attendance figures including unauthorised absences to the Department for Education, these figures are published.

## **REPORTING ABSENCES**

It is the responsibility of parents to inform the school of the reason for any absence, by telephone on the first day of absence. This information will be recorded in the Register. If your child is sick for more than one week you may be required to provide a medical certificate.

## **AUTHORISED ABSENCES**

Under The Education Act 1993 only the school and not the parents can authorise absence.

All parents need to complete a 'Request for leave' form if they require leave for any reason in term time. A 'Penalty Notice' may be issued for any term-time leave which has not been authorised by the Headteacher.

A pupil is deemed to have an authorised absence when he/she is unable to attend because:

- a) he/she is ill
- b) he/she is receiving treatment at a medical, dental or similar appointment (the child's appointment card also needs to be presented).
- c) a bereavement
- d) a religious observance
- e) some unavoidable cause
- f) some exceptional circumstances negotiated with the Headteacher

## **UNAUTHORISED ABSENCES**

Examples of unauthorised absences are:

- a) shopping trips
- b) visits to the hairdressers
- c) holidays in term time (only in exceptional circumstances will these be authorised by the Headteacher)
- d) missing the school bus
- e) extended trips

The following link to the Southwark.gov website contains information about school attendance, exclusions etc.

<https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/family-early-help-feh/schools-work?chapter=4>

## **LATENESS**

A child is deemed to be late if he/she is not present up until the time the registers are closed, half an hour after the morning or afternoon session begins. If a child arrives after 10.00am the child is deemed unauthorised unless a valid reason given.

## **Lateness Procedure**

- Lateness is a rarity as the majority of pupils arrive on the school bus, however, if children are late:
- The time of arrival is recorded in the Register.
- Three late arrivals will result in a letter sent to the parents.
- If an improvement is not maintained a meeting will be arranged with the Headteacher.
- At the end of the half term the number of 'lates' and the time missed from school will be recorded and a letter sent to the parents.

- A referral will be made to the Family early Help Practitioner in the event of persistent absenteeism.

## **MONITORING PROCEDURE**

The Administrative Officer will check the registers regularly, looking for:

- 1) Unauthorised absences
- 2) Lateness
- 3) Patterns of absence

In the first instance the administrative officer will follow up absence with phone call to parent/carer.

It is also the responsibility of the class teacher to raise concerns regarding absences. Letters will be sent home to parents for unexplained absences at the end of every month. The Headteacher monitors pupil attendance that falls below 85% on a half – termly basis taking action as appropriate. This may initially involve meeting the parents or arranging a medical. In the event of no satisfactory response to pupil absence the HT will make a referral to the single point of contact in the Early Help department.

If a child has taken leave which has not been authorised by the Headteacher or has very irregular attendance a referral to 'Family Early Help Service' will be made. The school will work closely with the Early Help Practitioner and the family to resolve any attendance concerns for the child. However a 'Penalty Notice' will be issued to each parent by the local authority for persistent and continued irregular attendance or unauthorised holiday in term time.

If there is a further unauthorised absence (holiday) in term-time or irregular attendance the parent/carer may be prosecuted by the Local Authority.

## **BEFORE SCHOOL AND AFTER SCHOOL SUPERVISION**

No child should arrive on the school premises more than five minutes before the start of the school day; that is 9.25am. The parent/carer/escort must stay with the child in the library until the start of school day if they do arrive early. The school day is from 9.30am to 3.30pm.

No child should remain on the school premises more than 10 minutes after the end of the school day; that is 3.30pm. However, in some instances where the escort is late the child remains with a member of staff.

All children should be brought to and collected from school by a designated adult. That is:

- Bus guide/Taxi guide
- Parent/Guardian / Carer
- Another adult designated by the parent/carer/guardian who has arranged this in advance with the school.

All children should leave or be collected from school promptly at the end of the school day. If a child is left uncollected by 4.30pm and all attempts by the school to contact the parents have failed, the Headteacher will ring the All Age Disability Team if the child is known to this team. If not known the AAD team the school will contact MASH.

If the designated adult is not at home to collect the child from the school bus, the bus will return at the end of the round. If the designated adult is still not at home the child will be taken back to school or to the local Social Services office (MASH)/ All Age Disability Team offices. See Southwark Guidelines in link attached.

[https://southwark.proceduresonline.com/chapters/pr\\_child\\_not\\_collect\\_school.htm#child\\_education](https://southwark.proceduresonline.com/chapters/pr_child_not_collect_school.htm#child_education).

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