



# Chapel End Infant School & Early Years Centre Attendance Policy



**Policy updated: July 2016**  
**To be reviewed: July 2017**

Signed: \_\_\_\_\_ Headteacher

Signed: \_\_\_\_\_ Chair of Governors

# **Aims of Chapel End Infant School & Early Years Centre**

***"Caring, sharing, trying our best"***

At Chapel End Infant School & Early Years Centre we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For access to a broad and balanced curriculum that promotes the fulfilment of each child's academic, creative and physical potential and fosters their social, moral and spiritual values.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- For children to learn to be organized, confident and persistent individuals and to develop a respect and understanding for others.
- For the development of positive relationships between all members of the school community to support and enhance children's learning.

## **Equal opportunities**

At Chapel End Infant School & Early Years Centre school we believe that every child is entitled to equal access to the curriculum, regardless of race, gender, class or disability.

## **Inclusion**

We are committed to promoting learning and teaching environments for all, which embraces the values of inclusive educational practices.

Through a child-centred approach, we aim to ensure that education is accessible and relevant to all our learners. At Chapel End Infant School & Early Years Centre we respect each other and celebrate diversity and difference.

At Chapel End, we believe that punctuality and good attendance are essential for all children to ensure that they can benefit from their education and reach their full potential, both academically and socially. We want to work with parents to ensure that all children achieve maximum possible attendance and that any problems preventing full attendance are identified and acted upon as soon as possible.

The Government expects schools to reduce absence and to ensure that every child has access to full-time education. The Governing Body of Chapel End Infant School & Early Years Centre has responsibility for ensuring that this expectation is met and for monitoring the effectiveness of our attendance policy and practice.

Parents and carers of children of compulsory school age have a legal duty to ensure that their children attend school regularly and on time. Parents and carers are also responsible for informing the school of any absence as soon as possible, preferably on the first day of the absence. This can be done by telephoning the school, personal contact or by note or letter. If a child does not arrive at school by 9:30 and no absence message has been received, the parent or carer will be contacted to find out why the child is not in school.

It is important for children to arrive at school on time so that they are involved in the settling in process that prepares them for the day ahead.

Our registers are taken at 9.00am and 1.15pm. The registers close 30 minutes from the start of the school day.

- Parents arriving with their children to school after 9.00am will have to enter the school via the school office in Beresford Road, or in the case of Reception children the Early Years Centre (EYC) office, where they will be met by office staff and asked for an explanation as to why they are late. A late code will be recorded on the register. If you have children attending both the School and Early Years site a 5 minute allowance is made before recording a child as late. The Reception classes build this into the organisation of the day so parents and carers should deliver children to the infant school site first.
- If children arrive in school after 9.30am they must enter via the school office in Beresford Road or the EYC office area if child's classroom is based there. The register will record an absence for the session. This will mean that although the child is in school they will miss their registration mark for that session. This will affect their overall attendance percentage.

The Attendance Officer is responsible for monitoring attendance and punctuality and for notifying parents and carers when attendance falls below expected levels or when a child is late more than 5 times in a half term without good reason.

Absences are recorded as authorised or unauthorised. An unauthorised absence can be where no communication from home has been received or if a child is absent for unacceptable reasons such as a shopping trip, going to the hairdresser, visiting family or friends etc.

An authorised absence means that the school has given approval in advance for a child to be away or has accepted an explanation offered afterwards as justification for the absence.

Parents and carers are asked to do everything they can to avoid taking their children out of school in term time and requests for absence will only be authorised in exceptional circumstances. The Governors of Chapel End Infant School have agreed that the Headteacher can authorise a maximum of five days absence in an academic year for exceptional circumstances. Examples of when absences may be authorised are illness, medical and dental appointments, family bereavements or religious observance. The Headteacher will consider the following when deciding whether to authorise an absence:

- The reason for the absence
- The length of absence requested
- What the child will miss during their absence
- The child's current attendance level

Each request will be treated individually. Absence is less likely to be authorised if a child's attendance is below 95%.

Parents and carers who take unauthorised absence or who have made a request that has not been authorised and take their child out of school anyway, are likely to be referred to the Educational Welfare Service and may be served with a fixed penalty notice.

### **REMEMBER**

- A year has 365 days, 52 weeks and 12 months
- A school year has 195 days, 39 weeks and six terms
- Five days in each school year are training days for teachers (INSET days)
- Pupils attend school therefore for 190 days
- A school day is divided into two sessions. A pupil therefore should attend for 380 sessions

### **REMINDER**

- 1 day off = 99.5% attendance
- 10 days off = 94.7% attendance
- 20 days off = 90% attendance (4 whole weeks off school)

## Appendix 1 Chapel End Attendance Monitoring Procedures

Everyone is responsible for ensuring the best attendance possible for every child. It is essential that good communication between teachers, the office and senior leaders exist so that parents are encouraged to ensure that their children attend school regularly. The school must work towards attendance figure of more than 95%

Attendance %	Action	Led by	Time
	<ol style="list-style-type: none"> <li>The Attendance Officer (AO) will monitor the attendance of children and discuss concerns with parents/carers in the first instance.</li> <li>Teachers should speak to Attendance Officer about any concerns about a child's attendance</li> </ol>	Attendance Officer (AO)	Daily as necessary
Absence in term time	<ol style="list-style-type: none"> <li>Absence authorized in exceptional circumstances only</li> <li>Parents must make applications in writing to the Headteacher</li> <li>Headteacher will respond indicating concerns and highlighting potential for fine. Letter in file.</li> <li>On children's return, decision made whether to process fixed penalty fine. Letter in file.</li> </ol>	HT	As necessary
Illness	<ol style="list-style-type: none"> <li>Calls made to absent children's parents after 9:30 each day.</li> <li>Absence due to illness monitored and discussions about attendance levels and possible support services</li> <li>Refer to necessary service/professional</li> </ol>	AO HT	Daily Weekly
100% termly	<ol style="list-style-type: none"> <li>100% Attendance Certificate awarded termly</li> </ol>	AO HT	Termly
98%	<ol style="list-style-type: none"> <li>Good Attendance Certificate awarded termly</li> </ol>	AO	Termly
91-95%	<ol style="list-style-type: none"> <li>Send letter to parent/carers sharing concern</li> <li>Call home where unexplained absences</li> <li>If children are away and causing concern, EWS informed and other services as appropriate</li> </ol>	AO DHT	Half-termly
85-90%	<ol style="list-style-type: none"> <li>Send letter to parent/carer sharing concern</li> <li>Parent/carer invited to meet with AO, LM or DHT to discuss importance of regular attendance and suggest support strategies which may include CAF</li> <li>AO to monitor and keep DHT/LM updated</li> <li>If no improvement referral to EWS or other appropriate services</li> </ol>	AO DHT LM	Half-termly
Less than 85% attendance	<ol style="list-style-type: none"> <li>Meeting between parent/carers, DHT/LM and AO</li> <li>Identify issues and refer to appropriate agencies</li> <li>Refer to EWO</li> </ol>	AO DHT LM	Weekly
Lateness	<ol style="list-style-type: none"> <li>Five or more late arrivals in half a term – letter sent to parent/carer</li> <li>Regular lateness to be reported to DHT/LM to investigate</li> </ol>	AO	Daily

## Appendix 2

### Record of Procedures for Persistent Absenteeism

<b>name:</b>							
<b>date:</b>	<b>SEN</b>	<b>CP</b>	<b>CIN</b>	<b>LAC</b>	<b>EIP</b>	<b>CAF</b>	<b>Other</b>
<ul style="list-style-type: none"> <li>Check attendance register for patterns of persistent absence and discuss with Class Teacher.</li> </ul>							
<ul style="list-style-type: none"> <li>Invite parent/carer to meet with DHT/AHT/LM (record information on pre-CAF)</li> </ul>	Next meeting:						
<ul style="list-style-type: none"> <li>Discuss case at attendance meeting</li> </ul>	Decisions:						
<ul style="list-style-type: none"> <li>Review (6 weeks from date of parent meeting)</li> </ul>	Impact of intervention:						
<ul style="list-style-type: none"> <li>Further action</li> </ul>							

**Attendance meeting notes:**

Date:

Attending:

Monitoring period: