



### ATTENDANCE POLICY

#### **Aims**

**St Alfege with St Peter's Primary school places high priority and profile on good attendance and punctuality. Good attendance and punctuality help to ensure that every child has the best opportunity to make the most of the educational opportunities the school provides.**

The school has established systems of monitoring attendance and punctuality including rewards and incentives. These acknowledge the efforts of children and their parents/carers to maintain and/or improve their attendance and time-keeping while challenging the behaviours of those children and parents/carers who give low priority to attendance and punctuality.

To meet our whole school targets, all school staff work with children and their parents/carers to ensure children attend school regularly and punctually by implementing effective and efficient system of communication with children, parents/carers and appropriate agencies to provide mutual information, advice and support.

In conjunction with Greenwich Council Attendance Advisory Service, the school follows and implements the Department for Education's 'Fast Track' scheme.

**Attendance Target 2018-19 = 96%**

**Punctuality Target 2018-19 = 96%**

Children should come to school every day. A child should only be absent from school for an 'unavoidable' reason.

If a parent/carer allows their child to be absent from school without good reason, they are acting against the law and are liable to be prosecuted by the Local Authority (LA).

#### **School Registration**

The school keeps a register of attendance for every child. This is a legal document and record and classifies every half-day attendance and/or absence. Absences are classified as either authorised or unauthorised. For this reason, the school will ask parents/carers for the reason for each absence.

The school has a legal duty to report its absence figures to the Department for Children, Schools and Families each term, to publish its absence figures to parents/carers and the Governing Body and to work to promote good attendance.

An authorised absence may include illness or another unavoidable reason why a child is unable to attend school for the morning, afternoon and whole day.

An unauthorised absence is recorded when, having received a letter and/or phone call from parents/carers, the school does not consider that the reason is unavoidable and for which no leave has been given. This includes absences for which the school has not received an adequate explanation and for arrival after the registration period has ended. Unauthorised absences may also include non-urgent doctor or dental appointments (which could be made outside of school hours).

At St Alfege with St Peter's CE Primary School, the morning register is taken at 8:55 am. The names of any children arriving after 8:55 am are recorded in the late file. These children are recorded as being late within the registration period.



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CHURCH OF ENGLAND PRIMARY SCHOOL

Creek Road, Greenwich, London, SE10 9RB



Children arriving after 9:30am are marked as being late after the registration period. This is recorded as an unauthorised absence for that morning session. At St Alfège with St Peter's CE Primary school, we are passionate about achievement. Therefore, we treat lateness seriously, as it results in disruption to that child's progress and that of the whole class.

## Illness and Other 'Good Reason' Absence

All problems which would affect a pupil's school attendance should be dealt with promptly. In order to avoid any confusion if your child is away for legitimate reasons please ensure you follow this guidance.

1. Telephone the school immediately on the 1<sup>st</sup> day that your child is too ill to attend and follow it up with further phone calls to keep the school updated if your child does not return on the second day.
2. Wherever possible make any dentist/doctor/hospital appointments outside of school hours.
3. Do not keep your child away from school if there is an issue in school; contact the school to discuss the problem, in the first instance, with your child's teacher.
4. Do not keep your child away from school for unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, your own ill health.

Please telephone the school before 9am. Messages can be left on the school telephone system (option 1). If parents/carers do not contact the school, a member of the school office team will call/send a text to the child's parent/carer to find out the reason for the child's absence.

If the school has not received any reason for absence, the office manager/assistant will notify the Headteacher. Where appropriate, liaison with other agencies will begin/continue.

The school will not authorise the absence if this procedure is not followed. Consequently, a formal referral may be made to the Attendance Advisory Officer.

Leave of absence may be granted in an emergency (eg bereavement) or for an urgent medical appointment. Written explanations, including medical evidence, should always be provided for these occasions.

## Absence Leave During Term Time

All absence leave during term time is at the discretion of the Headteacher/ Deputy Headteacher. Requests for leave must be made on the school's absence form (available from the school office). Absence Leave is not an entitlement. Leave may be refused where children have already missed a significant amount of time at school.

Requests for absence leave during the school year will only be granted in exceptional circumstances and on a case-by-case basis. Parents/Carers are reminded that if they take their child out of school for 21 days or more, their child will be considered a 'child missing education', off rolled and the place offered to another child on the waiting list.

Effective partnership between the school and home is essential to ensuring good attendance and punctuality. It is vital that any difficulties are discussed with the school so that these can be resolved through working together.



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## Monitoring

The Assistant Headteacher is assisted in his/her duties to monitor the attendance and punctuality of pupils by the Office Manager. The Office Manager liaises with the Greenwich Attendance Advisory Service and other agencies where appropriate including:

- meeting regularly with the school's Attendance and Advisory Officer
- carrying out initial enquiries prior to referral
- gathering and recording relevant information to assist the completion of Attendance and Advisory Service referrals

Should attendance problems continue, children will be placed on the Fast Track Scheme. If your child meets the criteria for the Fast Track scheme, you will be informed by letter and his/her attendance will be monitored for a further period. If his/her attendance does not improve, the parent/carer will be invited to school for a pre-referral meeting with the attendance officer. After the pre-referral meeting, your child's attendance will be monitored for a further period and if his/her attendance does not improve the school will make a referral to the Greenwich Attendance and Advisory Service. The school's Attendance and Advisory Officer is independent from the school and works with the school, children, parents/carers and other agencies to improve attendance and punctuality by offering appropriate advice and support.

## Children missing education

St Alfege with St Peter's CE Primary School follows the guidance for children missing education, published by the DfE in September 2016, as well as the LA's CME procedures.

**For Your Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under Anti-Social Behaviour Act 2003 and/or prosecution under section 444 of the Education Act 1996.**

## Key People, Responsibilities and Contact Details

<b>Headteacher</b>	<b>Amanda Wilson</b>	<b>020 8858 3613</b>
Governor with particular responsibility for attendance	Debbie Sandringham	020 8858 3613
<b>Office Manager</b>	<b>Daisy Smith</b>	<b>020 8858 3613</b>
Greenwich Attendance Advisory Service	Pui-Ching Isted	020 8921 8510

Reviewed: July 2019

Next Review Date: July 2020

Custodian: Governing Body/Personnel & Admissions Committee

Signed by the Chair of Governors: