



ATTENDANCE Policy

To be reviewed May 2025

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1. AIMS

The aims of our Attendance Policy are to:

- Set out clear expectations for parents/carers
- Ensure all staff and parents/carers understand the importance of the safeguarding procedures linked to attendance.
- Promote high levels of achievement and positive attitudes to education and learning by supporting families in maximising attendance and minimise lateness for their children.
- Encourage parents/carers and children to establish high standards of attendance and punctuality, which will set the pattern for their school career.
- Ensure that each child receives his/her full entitlement to high quality Early Years Education.

2. RATIONAL

The early years are critical in children’s development. Children develop rapidly during this time – physically, intellectually, emotionally and socially. There is also clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSEs at grades A* to C including English and mathematics. In

addition, regular attendance enables children to more effectively form relationships with their peers and adults and indeed form important habits of attending school regularly.

It is the school's responsibility to ensure we provide the very best for children; including challenging, exciting and stimulating learning experiences; well qualified, caring and supportive staff who understand how young children learn, and can, together in partnership with parents, enable children to make substantive progress.

Our policy and procedures take into account the fact that the children are not responsible for their own attendance and punctuality. This responsibility lies with parents/carers. It is the parent's responsibility to ensure that they help their children understand how important education is by bringing their children to school on time and on a daily basis.

3. SAFEGUARDING CHILDREN

For some children, who have been identified as being at risk or in need or whose families are experiencing difficulties, regular attendance at school is a crucial factor in keeping them safe.

In such cases, specific attendance monitoring procedures may be put in place. These procedures will be agreed by the school, the family and professionals involved in supporting them.

4. PROCEDURES

- Children register their name at the beginning of their session using the name card system. This helps them to begin to develop an understanding that their attendance at school is important.
- A member at the front and back of the school completes the attendance register at the start of morning and afternoon session.
- Parents/carers **MUST** inform the school of any absence and the reasons for it. If this has not occurred, a member of the team will contact the parent/carer asking them to inform the school. If the school is unable to contact the parent / carer, a text message or email will be sent asking them to inform the school.
- If the school has not heard from the person responsible for the child within 48 hours, the headteacher will be notified. This will lead to a member of staff with Designated Safeguarding responsibilities to pay a visit to the child's home to ensure the safety of the child.
- Reasons for absence are recorded with the appropriate symbol and a written explanation on the register.
- The School Bursar processes attendance data on a regular basis for the Headteacher to analyse on a termly basis.

5. SHORT UNEXPLAINED ABSENCES

If no explanation for the absence has been provided, we will send a letter to parents requesting a reason. If there is no response to this the admin team will contact the parent/carer to discuss the

matter. In cases where the reason given is unacceptable, the Headteacher may deem the absence to be “Unauthorised”.

6. FREQUENT ABSENCES

The Headteacher monitors all absences and in cases where the absent is frequent, or there is a pattern of regular or unauthorised absence, will meet with the parent/carer to discuss the matter. Emphasis is placed on supporting families and taken into consideration. In which case the keyworker and senior member of staff will meet with the parent and carer to discuss supportive measures and provide on-going support and monitoring.

7. LONGER ABSENCES

For unexplained absence, a letter is sent to the parent/carer. If no response is received, a further letter is sent and the child’s name will be taken off roll.

Parents/cares must inform the school **in writing** if the family is moving or if they intend to withdraw the child from the school.

8. HOLIDAYS TAKEN DURING TERM-TIME

You are **expected** to **organise family holidays during school holiday periods** only.

In particular, extended holidays are disruptive to your child’s education.

In very **exceptional circumstances** discretion may be appropriate, but in most cases absence in term time will not be granted. **If you wish to apply for leave you must meet with the Headteacher.**

9. PUNCTUALITY

Bringing your child to school on time, and collecting them on time, is as important as regular daily attendance. It is important that children arrive on time at the start of the session, so that they get the most out of their time at school. At the beginning of the session staff are able to greet children and talk (briefly) to parents/carers.

If you are unavoidably held up and will be late collecting your child, you must inform the school. Unless the school knows the reason for the lateness they are required to contact social services if a child is left at the school for more than thirty minutes after their normal collection time. A charge of £5.00 per minute will be levied to all parents who are late.

10. RECORDING LATENESS

Lateness is recorded with the “L” symbol in the attendance register and the time of arrival noted. Parents/carers are asked to give an explanation, which is also recorded. The Headteacher monitors lateness.

11. FREQUENT LATENESS

In cases of frequent lateness, the keyworker or Headteacher will have an informal discussion with the parents/carers to address the issue. This must not take place in front of the child or other parents/carers.

If punctuality does not improve, a letter is sent and the parents/carers are asked to meet formally with the Headteacher, who will outline the importance of punctuality and devise strategies to improve.

12. SPECIAL CIRCUMSTANCES

- If there are particular reasons which make it difficult for a family to arrive on time special arrangements can be made with the agreement of the Headteacher.
- In some cases, it may be appropriate or necessary for a child with special educational needs to arrive late

13. EQUALITIES ISSUES

We believe that regular attendance and punctuality are important to ensure that each child is able to access their full entitlement to nursery education.

14. MONITORING

The school will monitor through the following procedures:

- Weekly absence and lateness monitoring by the admin team, reported to Headteacher
- Termly reports to Headteacher
- Termly reports by Headteacher to Governing Body

15. LINKS with OTHER POLICIES

This policy should be read in conjunction with the following school policies:

[Safeguarding Policy](#)

16. REVIEW of POLICY

The Full Governing Body are responsible in monitoring and the effective deployment of this policy. The policy will be reviewed on a three-year basis.