



Attendance and Punctuality

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Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. This policy represents the best practices at Singlewell School to support regular attendance, good timekeeping and to minimise absenteeism.

To assist children to achieve their potential and have every opportunity to succeed it is important that attendance is regular and punctual. The Government expects all school pupils to achieve at least 96% attendance in a school year. This figure already makes allowances for the normal rate of ill health. The vast majority of our pupils achieve this figure. All teachers and Governors recognise the disruptive nature of absenteeism. Children miss valuable learning experiences, lose the continuity of planned time, forget school behaviour and can demand disproportionate support when they return. Where absence is condoned by the parent it can / may reflect a lack of interest in education and lack of support for the school. The school will work with parents, guardians, carers and outside agencies where there are issues impeding a pupil's ability to learn or attend school. Appointments for medical reasons should be made whenever possible outside of school. If unavoidable, the office needs to confirm the appointment before granting leave of absence to attend.

The Daily Timetable

The School gates open at 8.40am and close at 8.55am for the register to be taken. **Children must be in school by 8.55am** after this time, children will be marked as late and must enter the school using the front gate only accompanied by an adult and come in via the Office in order to register their attendance. If a child arrives later than 30 minutes after the 8.55am start then the attendance will be marked as unauthorised for the morning session. Persistent lateness could result in a fine from the local authority in the form of a Penalty Notice.

Registration

Children will have well-rehearsed class routines – they either settle in a quiet teaching area with a book or settle at their own desk and begin work or sit on the mat. Any child not in class when the register is called is marked as absent. If they arrive before the register is sent to the office they are marked with the code for late before the register is closed.

Holidays in Term Time

With effect September 2022, the school will **NOT be able to authorise any holidays in term time**. Permission for absence from school can only be granted in exceptional circumstances and this no longer includes holidays. Absence cannot be authorised retrospectively. Any holidays taken could result in a fine being issued by the local authority in the form of a Penalty Notice. If your child is reported as unwell and it is suspected they are on holiday we

will be required to report this also. Any other absences due to days off for birthdays, trips to the beach etc are deemed to be parentally condoned truancy.

Administrative staff- First day calling and authorised absence

Once the registers have been sent to the office the staff will do 'first day calling' that is if no letter or phone call has been received. A decision as to whether or not to authorise an absence will be made.

Education Welfare Officer

Where absences continue to be unauthorised or unexplained the school will contact the parents. In this letter parents will be asked to explain and / or to improve the child's attendance. Any failure to do so could result in a referral to the Attendance Service via the front door. Parents will also be asked to meet with the Headteacher discuss any problems and to offer support where possible and appropriate. In the event of there being no significant improvement in attendance it is likely that a further letter will be sent stating that the matter is being referred and that this could result in legal action against the parents.

Penalty Notices

Penalty Notices are issued to **each parent of each child including step parents** and the amount of the penalty will be £120 each to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Attendance Service.

Incentives

The most compelling reason to attend school is that it is a safe, exciting, fun, interesting and relevant learning environment. This is what we aim for in our teaching. Added to this we have put in place other incentives to reward children who have good attendance, or have improved attendance. These incentives include certificates, stickers and treats. The majority of pupils achieve 96% or above attendance. The school greatly appreciates the support and partnership it has with parents and wants to continue to put the children's learning first in order to give the children the best start in life.

EVERY DAY IN SCHOOL COUNTS. ATTEND TODAY, ACHIEVE TOMORROW!