



Ark Chamberlain  
Primary Academy

ATTENDANCE AND  
PUNCTUALITY POLICY

Ark



## Policy Information

### Named personnel with designated responsibility for (insert)

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2015/16				Judith Petterson
2016/17				

### Policy review dates (frequency of review: tbc)

Review Date	Changes made	By whom
May 2013	Policy created	

### Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
		Judith Petterson

### Dates of staff training for this academic year

Dates	Course Title	Staff



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## 1 INTRODUCTION

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All children of school age have the right to an efficient full-time education, regardless of age, aptitude, or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark Chamberlain Primary Academy takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

## 2 AIMS

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The aims of the Attendance Policy are:

- a To raise the importance of good attendance in line with Ofsted requirements.
- b Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c To improve punctuality.
- d Promote opportunities to celebrate and acknowledge children for attendance and punctuality achievements.

## 3 GUIDELINES

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### 3.1 Reasons for absence

- a Parents and carers are asked to contact the academy office by phone or in person if their child needs to be absent from the academy.

### 3.2 Authorised absences

- a Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.



### 3.3 Unauthorised absences

- a Unacceptable reasons include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

### 3.4 Holidays/Trips

- a The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

3.5 Only the Principal can authorise absence.

## 4 ACTION TAKEN WHEN PUPILS ARE ABSENT

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4.1 There are occasions when absence is unavoidable and appropriate. These include:

- a Illness.
- b Medical or education appointments.

4.2 If a parent knows in advance of absence due to an appointment, the academy office should be informed and the appointment card shown.

4.3 If a child is ill, the parent or carer should ring the academy as early on the first day as possible to inform us.. The parent or carer should continue to ring into the academy to report their child's absence on a daily basis until the child is able to return unless other arrangements have been agreed.

On the first day of their child's return to the academy the parent/carer should present a written note explaining the absence. If the child is absent for more than three days then we will request a medical note explaining the cause of the absence. If your child has been prescribed medicine by the doctor please bring the medicine or prescription into the academy so we can photocopy it and make any necessary arrangements for administration.



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## 5 WHAT HAPPENS IF ATTENDANCE IS UNACCEPTABLE?

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- 5.1 If we do not hear from a parent/carer to explain an absence then we will telephone/visit home regularly until we are able to get a response. If there is no obvious and valid reason for the child's absence or we are unable to make satisfactory contact with a parent/carer then we will take appropriate action. This may involve a home visit, a referral to social or other child care services and/or police involvement. A letter will also be sent to the parent/carer requesting an explanation of the absence. If no reply is received then the absence is counted as unauthorised.
- 5.2 Where a parent/carer is experiencing difficulties leading to poor attendance of their child at the academy then we will arrange to meet with them to discuss how we can support and also to begin a period of attendance monitoring which is usually no longer than two weeks initially. If attendance does not meet the agreed level then further action will be taken, which is likely to involve a further meeting, and a referral to the Educational Welfare Service which can lead to a significant fine. In extreme cases poor attendance can lead to a prosecution of parents/carers and even a prison sentence.
- 5.3 The Principal/Attendance Officer will review the attendance of all pupils on a fortnightly basis. If the attendance of a pupil falls below **95%** the reasons for the absence are investigated as follows:
- 5.4 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:
- a The Principal will write to the parent or carer. The situation is reviewed at the next fortnightly check.
  - b If no improvement is seen the Principal will request an appointment with the parent or carer. The situation is reviewed at the next month's check.
  - c If no improvement is seen the Principal will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.
  - d If the attendance does not significantly improve, a referral to the Educational Welfare Service will be made. In non-improving situations a penalty notice may be served
- 5.5 If your child's attendance is unsatisfactory (below 95%) you are at risk of a referral to the Education Welfare Officer and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.



## 6 LATENESS

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- 6.1 The academy day starts at 08:45 when all academy doors are closed.
- 6.2 Pupils who arrive after this time must enter the academy through the main entrance. They must then be signed into the late book.
- 6.3 Children who arrive after the registers are closed will be marked as 'U' (unauthorised absence). Any child receiving five U's in any half term may be issued with a Fixed Penalty Notice.
- 6.4 The procedure for consistent lateness is the same as for absence – i.e. at **10%** lateness the Principal is informed by the Attendance Officer.
  - a Appointment made to see Education Welfare Officer – one month is given for improvement.
  - b If no improvement is seen the Education Welfare Officer will request another appointment.
  - c If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.
- 6.5 'Cause for Concern' registers for absence and punctuality are kept.

## 7 PUNCTUALITY INSPECTION

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We also do sporadic punctuality inspections at the academy gate. Our Education Welfare Officer is sometimes involved in these.

## 8 HOW WILL THIS INFORMATION BE COLLATED?

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A register of absence and punctuality referral is kept. The Attendance Officer and the Principal manage this register and meet regularly to decide necessary action.



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## 9 PUPILS ABSENCE AND EXTENUATING FAMILY CIRCUMSTANCES

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If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form. **No absences for holidays should be authorised**, unless in extreme or exceptional circumstances. Permission for absence will **only** be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice.

## 10 COLLECTION AFTER SCHOOL

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10.1 School finishes at 15:15 each day.

10.2 Teachers will keep the children with them until 15:30. After this time children are entered into the ‘Late Collection Book’.

10.3 The trigger to action is set at **10%** i.e. 3 times within a six-week block.

- a The Principal will write to the parent/carer.
- b The Principal will request an appointment with the parent/carer to discuss the reasons for the late collection and support the parent/carer to improve this wherever possible.
- c Governors may request an appointment with the parent/carer where the situation does not improve.

10.4 As with punctuality and attendance, progress is reviewed each month.

## 11 REGISTERS

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These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children entering the classroom via the academy office are late and should be marked as such, even if the register has not been taken yet.





## 12 ACKNOWLEDGEMENT OF GOOD ATTENDANCE

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The class with the best attendance in each year group is recognised on a weekly basis in the year assemblies.

Children with 100% attendance are presented with a certificate at the end of each term. Further prizes and awards may be presented for attendance.

Sanctions in the form of detentions may be applied for persistent lateness where it is clear that this is due to a poor choice on the part of the pupil.

## 13 EQUALITY IMPACT STATEMENT

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We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.