

|  | Oldfield Park Infant and Oldfield Park Junior Schools | | |  |
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| | Joint Attendance and Punctuality Policy | | | |
| | Date | Author(s) | Notes | |
| Drafted and Reviewed | 23/09/16 | Dave Goucher and Claire McMurtry | Plan formulated with support from Jackie Watts (BaNES CMEO) | |
| Reviewed | 1/11/16 | | Review undertaken following conversion to Academy | |
| Approved | 6/12/16 | FGB | Approved by FGB | |
| Reviewed | 14/9/17 | Jackie Watts (CMEO), Dave Goucher and Claire McMurtry | Amendments made following meeting with CMEO Jackie Watts | |
| Amended | 15/1/18 | Jackie Watts (CMEO), Dave Goucher and Claire McMurtry | Changed target and expectation to 100% attendance | |
| Adopted | 6/2/18 | SGB | Agreed by School Governing Body | |
| Reviewed | 8/10/18 | Dave Goucher and Claire McMurtry | | |
| Reviewed | 19/9/19 | Dave Goucher and Claire McMurtry | Addition of CMEO paragraph | |
| Committee: SIPP and FGB | | Governor: CoGs | | |
| This policy to be reviewed annually in Term 1 | | | | |

AIM

To ensure that all children receive their entitlement to a full education.

RATIONALE

We believe there are two main reasons why we should strive for maximum attendance and punctuality:

- Every lesson in school is important and key to enabling each child to achieve their full potential.
- Attendance and punctuality are essential life skills.

Every child is entitled to full time education. Absence from any lesson or school experience can cause anxiety for the child as they miss the opportunity to continually build on their learning and participate fully in school life. Frequent absences, or absence for a block of time, can have a long lasting effect through the 'learning gaps' that are created in the child's understanding.

Attendance and punctuality are life skills which show an individual to be reliable, responsible and organised. It is the responsibility of both parents and the school, in partnership, to prepare the children for the future. We believe that positive attitudes towards attendance and punctuality will hold them in good stead through their lives and chosen careers.

We ask that every parent helps their child achieve their potential by ensuring maximum attendance and punctuality.

AIM & ATTENDANCE EXPECTATION

Oldfield Park Infant and Junior Schools expect 100% attendance from all pupils unless prevented from attending due to illness or any unavoidable cause. Attendance is measured through attendance at two registration sessions per day, morning and afternoon.

3 Step Action Plan to monitor and support full attendance at school:

Step 1: If a child's attendance is causing concern their parent/carer will receive a letter or notification from the school alerting them to the fact this could be a cause for concern.

Step 2: If a child's attendance falls further a meeting with parent/Carer(s) will be arranged to discuss the issues preventing full attendance with the relevant Headteacher. The CMEO (Children Missing Education Officer for BANES) will be alerted to the situation through the school's termly attendance report.

Step 3: If a child's attendance falls further following school level interventions the Headteacher will refer to the Children Missing Education Service who will take the appropriate action to address the situation which may lead to legal action and prosecution in the Magistrates court.

CELEBRATION OF ATTENDANCE

At OPIS attendance between 97% and 100% attendance is recognised in End of Year reports. The class with the best attendance each week is celebrated at assembly on Friday.

At OPJS children achieving 100% attendance for the year are presented with a named presentation shield at the leavers' assembly on the last day of the academic year.

ABSENCE FROM SCHOOL

Absences are recorded as either authorised or unauthorised.

If a child is absent from school the appropriate school office should be informed before the start of the school day on the first day of absence to give reasons for the absence.

If the school has not been informed by 9.30am on the first day of absence the parent / carer will be contacted to establish the reason why the child is not in school and to ensure that the child is safe. There is an expectation that parents/carers will contact the school to provide daily updates if their child is ill.

If contact cannot be made or the school is concerned about the child's absence advice will be sought from the Children Missing Education Service (CMES).

If a child is unwell, time will be needed at home to recover. Parents can support other families by ensuring that children with contagious illnesses are fully recovered before returning to school.

If any child is frequently absent due to illness the school will contact parent /carers to arrange a meeting to discuss any issues and identify if any support can be provided. A letter will also be sent home requesting evidence of a doctor's appointment or prescribed medicine for any future absence due to illness.

This is in line with guidance from the schools' CMES on recurrent absences due to illness.

PLANNED ABSENCES DURING TERM TIME

Any planned absences during term time are discouraged and have an effect on a child's progress in school.

Requests for absence along with the exceptional circumstances will be considered individually and appropriate forms must be completed and handed in to school at least 2 weeks in advance of the planned absence. The request forms are available from the school office.

Any absence that has been requested but not authorised by the Headteacher and still taken may result in a penalty notice request being made to the local authority and a penalty notice issued in line with the local authority Code of Conduct. The penalty is £60 if paid within 21 days or £120 if paid within 28 days. Please note the penalty notices are issued per parent per child and failure to pay may result in prosecution.

PUNCTUALITY

Registration takes place at the beginning of each morning and afternoon session.

Morning registration at OPIS takes place at 9am and at OPJS at 8.55am. Gates open at OPIS at 8.50am and at OPJS at 8.30am. Children are called into class at OPJS at 8.45am whereby they will complete morning activities. It is expected that all OPJS children will arrive by 8.45am so as to maximise their school day and learning opportunities.

Children arriving up to 15 min after registration (OPIS 9.15am and OPJS 9.10am) are marked as late (L). Children arriving after this time will not receive an attendance mark for the morning session and be classed as unauthorised.

Persistent lateness will be followed up in a similar way to the '3 Step Action Plan' as outlined previously.

REPORTING TO PARENTS

Parents receive a termly printout of their child's attendance and punctuality. Attention is drawn to any concerns and may be followed up by letter or with a request to meet the parents. Reports may be generated at other times if necessary.

RELATED POLICIES

This policy has been written in line with the schools' Child Protection Policy and other Safeguarding documentation. The schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Our Attendance and Punctuality Policy has been put in place to ensure that attendance at both schools continues to improve and that the number of our children who miss school is kept to a minimum.

Thank you for your continued support.

Mrs Claire McMurtry
Headteacher of OPIS

Mr Dave Goucher
Headteacher of OPJS