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# Great Gaddesden C of E (VA) Primary School



*'Treat others exactly as you would want to be treated yourself'. (Luke 6:31)*

## Pupil Attendance and Punctuality Policy

Reviewed : Feb. '23

## Overview

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## **1. INTRODUCTION**

The staff and governors at Great Gaddesden (VA) Primary School recognise that regular, punctual school attendance is essential for all pupils if they are to take full advantage of the educational opportunities available at school.

*‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.’ (School Attendance, DfE, November 2016).*

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy is kept in the school office.

## **2. PHILOSOPHY, VALUES AND AIMS**

The staff and governors at Great Gaddesden Primary School are committed to creating a Christian learning community where all adults and children feel welcome, valued, safe and able to work well. When school is happy, purposeful and stimulating, pupils will want to attend every single day. For this reason, we recognise that both high standards of pupil behaviour and high standards of teaching have a part to play in promoting pupil punctuality and attendance. We believe

- effective schools convey their positive regard for regular punctual attendance to all parents/carers, pupils and staff;
- children quickly pick up the message that their presence is important and want to be at school on time every day;
- the twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to make children feel noticed and valued;
- promoting high standards of pupil behaviour and having a zero tolerance approach to bullying makes school a happy and attractive place to be which, in turn, promotes punctuality and attendance (see our *Anti-Bullying Policy* and *Behaviour Policy* for details);
- promoting high standards of teaching – so that all lessons are well planned, appropriately resourced, exciting and engaging for all pupils – also promotes punctuality and attendance (see our *Teaching and Learning Policy* for details).

## **3. HOME / SCHOOL PARTNERSHIP**

We are committed to working in partnership with parents/carers in order to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality.

Parents/carers are responsible for ensuring that children of compulsory school age receive suitable full-time education (Section 7, Education Act 1996). In most cases children attend school and therefore parents/carers should ensure their children attend and stay at school.

At Great Gaddesden, the staff and governors endeavour to support parents/carers in this responsibility by

- encouraging parents/carers to discuss any attendance related problems with the class teacher/Headteacher;
- making sure the school is always bright, clean, warm and welcoming;

- promoting good pupil behaviour and dealing promptly and effectively with any and all incidents of bullying;
- ensuring all class teachers are available in class to greet pupils on arrival at school.
- informing parents/carers (by email, text, newsletter, website) of any changes to school routines, e.g. school trips, church services;
- recognising and celebrating good attendance through termly 100% attendance certificates

#### **4. REPORTING ABSENCES**

Pupils are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence. There are two types of absence:

- Authorised – where the school is able to approve pupil absence.
- Unauthorised – where the school is not able to approve absence.

It is a parent/carer's responsibility to inform the school of the reason for their child's absence as soon as possible.

Parents/carers are expected to contact the school office on the first day of absence by 9.00am giving as much information as is available at that time. If the absence is prolonged, interim information should be provided. .

The Headteacher will then decide whether to authorise the absence. In the event of an unauthorised absence, (e.g. absence for a birthday) then parents/carers will be informed.

The Headteacher will discuss attendance registers each term with the Attendance Improvement Officer to ensure that correct procedures are being followed. The school secretary will monitor registers on a daily basis using Arbor (electronic registers).

#### **5. REGISTRATION**

##### **5.1 Taking the Attendance Register**

Regulation 3 of the Pupils' Registration Regulations 1956 stipulates that all schools must keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. The 1991 Regulations also direct that registers must state whether an absence is "authorised" or "unauthorised" (see 4, above).

Session times at Great Gaddesden Primary School are as follows:


- Nursery times : 8.45 – 12.00 pm.  
(If Nursery are staying for lunch, their session will run until 1:00 pm).

Reception pupils to Year 6 pupils :

- Morning session : 8.45/8:55 a.m. –12.00
- Afternoon session : 1:00 p.m. - 3.10 (EYFS) / 3:15 pm (Y1-Y6)

Registers will be taken electronically, using Arbor, in accordance with the list of symbols required by the DfE.

##### **5.2 Lateness**



Registers are completed daily by 9:00 a.m. and by 1.15 pm in the afternoon. Any pupils arriving for registration after the register has been closed, enter via the front door of the school and their attendance is recorded in the school office.

The school policy is to expect punctuality for all pupils. If a pupil is late (i.e. after 9:00), they will enter school via the front door and parents/carers will sign the 'Later Register', giving reason for lateness. In the register, a late mark will be recorded.

If, however, a pattern of lateness starts to emerge, parents/carers will be invited to discuss the matter with the Headteacher in order to reach a satisfactory solution.

### **5.3 First day contact**

In the event of no contact having been made regarding a pupil's absence by 10:30 a.m., parents/carers will be contacted by the school office.

### **5.4 Pupils at risk**

Parents/carers should be mindful that any pupil missing from school, who is potentially at great risk, will not have their absence verified until communication is received between parents/carers and the school. If unexplained absence continues, or the school is concerned regarding irregular attendance the steps identified in this policy (see 7, below) will be applied.

## **6. AUTHORISED/UNAUTHORISED ABSENCE**

Only the school, within the context of the law, can approve absence, not parents/carers (Section 199, Education Act 1993).


### **6.1 Authorised absences**

In the event of a known absence, parents/carers are required to complete a Leave of Absence form at least 2 weeks prior to the absence. Completed form should then be returned to the school office. (See Appendix A)

Absence should be authorised when a pupil is :-

- attending an interview for a place at another school;
- receiving special off-site tuition, e.g. a SpLD (specific learning difficulties) Base;
- attending a Pupil Referral Unit;
- participating in an approved public performance, competition or examination;
- ill or attending a dental or medical appointment (see 6.2, below);
- away because of a truly exceptional occasion (see 6.3, below);
- absent due to family bereavement (see 6.4, below);
- taking a term-time family holiday with the permission of the school (see 6.5, below);
- observing religious days (see 6.6, below);
- not present due to adverse weather conditions (see 6.7, below);
- participating in recognised Traveller Community activities (see 6.8, below).

### **6.2 Illness, medical and dental appointments**



If the school is satisfied that a pupil of compulsory school age is prevented from attending school by reason of illness, then the absence will be treated as authorised. Leave for medical or dental appointments may be given (i.e. absence may be authorised) where confirmation has been received from the parents/carers (either in person, via email or by a telephone call) or on production of an appointments card. The school would prefer parents/carers not to make routine appointments within school time.

The school office, for the purpose of recording pupils leaving or returning to the site, maintains a Late Attendance Book.

### **6.3 Special occasions**

It is for schools to determine whether an absence in this category should be authorised or not: much will depend on the circumstances of the particular case. Generally the rule is that only truly exceptional occasions will be sanctioned through authorised absence after discussion with the head teacher. (As a rule, birthdays – whether of the pupil or a member of the pupil's family – are not deemed to be exceptional.)

### **6.4 Family bereavements**

The death of a family member can be a particularly traumatic event in any young person's life. Schools have discretion to authorise absence to attend funerals or associated events and any request would be dealt with sympathetically.

### **6.5 Annual family holidays**

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Requests for leave of absence are to be made by the person who has parental responsibility of the child.

The Headteacher will consider the following points before authorising an absence:

1. The pupil's previous attendance history, including time off due to illness.
2. The age of the child.
3. The pupil's stage of education.
4. The time of year – especially with reference to the run-up to SATs or other exams.

### **6.6 Days of religious observance**

Absence of a pupil for participation in a day set aside exclusively for religious observation by the religious body to which the parents/carers belong is classified as authorised absence. It would be helpful if the school could be given advance notice of religious observance days.

### **6.8 Adverse weather and school closure**

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The decision whether to close the school and/or authorise pupil absence due to inclement weather rests with the Headteacher. The Headteacher will keep the school open during severe weather whenever reasonably practicable, balancing any risks from lower supervision levels, late return journeys, or minor slips and bumps, against disruption to pupils' learning. The school will only close when there are serious risks. (See our school's *Health & Safety Policy* for further details.)

We recognise that there might be fewer staff to supervise pupils on days of bad weather but should the school remain open, we will continue to supervise pupils and deliver as much of the curriculum as possible.

## **6.8 Traveller children**

Those pupils who come from Traveller Communities (as defined in HMR/12/96/NS) will be authorised to attend national cultural events such as the great horse fairs. Pupils who are dual registered at our school and another outside the Local Authority (LA) will be deemed an authorised absence when attending the "other" school. Pupils who are living "on the road" but also registered at our school may also be deemed to be authorised when absent because of finding suitable site accommodation. Pupils who are registered at school who embark upon travelling are authorised up to 100 days of absence per academic year. This special position of Traveller families in regard to school attendance is recognised by Section 199(6) of the 1993 Education Act.

Traveller parents/carers have to demonstrate that they are engaged in a trade or business of such nature that requires them to travel from place to place. We recognise that family events feature prominently in all cultures and especially in Traveller Communities. The head teacher will give an application for non-attendance careful consideration. However normal attendance rules apply in all other cases and children are expected to attend in line with all other children.


## **7. PROCEDURES FOR FOLLOWING UP ABSENCE**

Parents/carers are reminded that

- if their child is absent without communication with the school, the school will contact them out of concern for the child's welfare;
- if their child is persistently late and/or absent they will be invited to discuss this with the Headteacher to discuss the situation;
- if their child returns to school after an absence without an explanation, the parents/carers will be asked to provide a written explanation;
- electronic communication / notes from parents/carers will be filed in the child's personal file.

## **8. STRATEGIES FOR PROMOTING GOOD ATTENDANCE**

- Attendance data will be collected and monitored in order to inform school policy and practice.
- The Headteacher will review attendance termly. If a pupil's attendance for the term falls below 90%, the Head will contact parents/carers to discuss.
- Exemplary attendance and punctuality will be recognised and celebrated termly and at the end of each academic year.
- Parents/carers will be regularly reminded (via newsletters, etc.) of the importance of good attendance and punctuality.
- Pupils who are absent through serious sickness or an operation for any extended period of time will, if appropriate, have work sent home to them. It may be that the child will need an integrated phase back into school routine.
- The Headteacher will keep the Governing Body informed of attendance matters through the "Headteacher's Report".
- The Headteacher will, when appropriate, liaise with other agencies – e.g. Family Services, Social Services - when this may assist pupils who are experiencing attendance difficulties.

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- The Headteacher will have termly meetings with the Attendance Improvement Officer for inspection of the school's attendance registers in order to identify and support those pupils who are experiencing attendance difficulties.
  - This Pupil Attendance and Punctuality Policy will be reviewed every three years or earlier if needed.



## Great Gaddesden C of E Primary School

### Application for Leave of Absence request form

We ask that parents only request Leave of Absence for truly exceptional circumstances.

#### Points to remember:-

The Government has made it clear that parents **do not** have a legal right to withdraw their child from school during term time. Under section 444 of the Education Act 1996, it is an offence if parents do not make sure their children attend school.

Taking a pupil out of school during term time disrupts their learning and this will cause them to fall behind their peers.


From Autumn 2013, amendments to the 2006 Pupil Registration Regulations came into effect. Headteachers may NOT grant any leave of absence during term time, unless there are exceptional circumstances.

Name of child:	
Class:	Number of days requested:
First date of absence	Date of Return
Please give full details of the reasons for this term time absence request	

Signed -----

Name-----

Date -----



Please give two weeks' notice of absence requests. If in doubt or you need help or advice, please speak to the office or arrange to speak to the Headteacher.

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE

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For use of school office :

Outcome of application: Leave authorised/not authorised

Head's Signature: