

Perrymount Primary School

Attendance, Registration and Punctuality Policy October 2023

The aim of the policy is: to promote good attendance and punctuality to give Perrymount pupils the best chances in life.

The staff and Governors of Perrymount Primary School are committed to providing an effective education for all its pupils. Education at Perrymount covers a broad and balanced education in line with National Curriculum requirements and beyond. If the children are to gain the maximum benefit from school then they need to attend regularly and on time every school day. Strong links have been proven between attendance and attainment. We encourage and support our pupils to achieve high levels of attendance. It is our duty as a school to ensure that Parents/Carers understand fully their responsibility in supporting the school to raise their children's achievement levels by ensuring that children attend school.

Good attendance is a legal requirement under the 1996 Education Act for all children of school age. Legal action may be taken to improve attendance. We may ask for medical evidence to support authorised absence.

In order to achieve these aims the school will:

- Offer a safe and supportive environment, which welcomes children regardless of race, gender or ability.
- Provide an effective education.
- Record children's attendance and punctuality regularly and efficiently.
- Make every reasonable effort to contact parents/carers when their child fails to attend without any reason given.
- Respect issues of confidentiality regarding children's welfare.
- Make all efforts to encourage good attendance, punctuality and behaviour.
- Instigate proper enquiries before removing a child from the school roll.

EXPECTATIONS

We expect that all Parents/Carers will:

- Ensure that their children attend school every day and at the correct time

Nursery Full time	8:45 - 3:30
Nursery Morning only	8.45 - 11.45
Nursery Afternoon only	12.30 - 3.30
Reception years 1 and 2	8.45 - 3.15
Years 3, 4, 5 and 6	8.45 - 3.20

- Ensure that children arrive in school fully prepared for the day (**i.e. having eaten breakfast, PE Kit, homework etc**).
- Comply with school policies and procedures.
- Provide the school with up to date addresses and telephone numbers for home, work and emergency contacts.
- Arrange family holidays and medical appointments outside school hours.
- Ensure they contact the school by 9am at the latest whenever their child is unable to attend school. Telephone or email attendance@perrymount.lewisham.sch.uk and leave an absence message.
- Inform the school in confidence about any domestic problem that might affect their child's attendance or behaviour.

PROMOTING GOOD ATTENDANCE

To encourage good attendance we will:

- Ensure that teachers accurately complete attendance registers at the beginning of each session.
- Induct new teachers regarding the importance of accurate registers.
- Ensure that all relevant staff are aware of children for whom Child Protection might be an issue regarding their attendance (yet maintain issues of confidentiality).
- Record attendance on children's end of year reports.
- Include issues regarding attendance and punctuality on Parents' Newsletters.
- Reward good attendance with weekly class attendance and punctuality awards – the Attendance Cup is won by the class with the week's highest attendance percentage and "Early Birds" are won by the Classes with the week's fewest number of late arrivals. These are awarded in Friday's Celebration Assembly.
- Attendance text are sent out to parents termly in order to ensure Parents/Carer's are well informed.
- 100% attendance badges are given out termly to all those with 100% attendance.
- There are also annual personal rewards for excellent attendance.

REGISTRATION

- The school uses an electronic (computerised) registration system. The register is a legal document which can be used as evidence to establish a pupil's absence or attendance in a court of law.
- The registers are marked at the beginning of the morning and afternoon sessions.
- School starts at **8.45am for Nursery through to Year 2, 8.50am for Years 3 to 6** and the register is marked and submitted to the office within 10 minutes of the start time. Any pupils arriving after this time will be marked with a late (L) mark.
- The registers closes **30 minutes** after registration time. **For Nursery, Rec, Year 1 and Year 2 the register will close at 9.15. For Years 3,4,5 and 6 the register will close at 9.20.** Any pupils arriving after this time will be marked as an unauthorised absence (U) in the register. In law this counts as absence, although they are present in school. In serious cases this can lead to prosecution by the Local Education Authority. Registers are taken again at the beginning of the afternoon session.
- The school will identify and use the correct attendance codes. Notes related to attendance will also be documented on the electronic registration system.

AUTHORISED ABSENCE

It is important to note that while some absences are authorised they will still impact a student's attendance.

Absence may only be authorised for the following reasons:

- Genuine illness – preferably backed up with medical evidence such as medication, letters, text messages or Emails.
- As much as possible every effort should be made for dental and Medical appointments to be arranged outside of school hours, school holidays or for the end of the school day. In the case of Medical and dental appointments which cannot be arranged outside of school hours or during school holidays, the school should be notified in advance of the appointment. Please provide evidence such as a hospital letter or appointment card.
- Religious Observance in accordance with Local Authority guidelines.
- Special circumstances authorised by the Headteacher. The Headteacher should be asked in advance if possible.
- Permanent or fixed term suspensions.
- Holiday can only be authorised in very exceptional circumstances at the discretion of the Headteacher. A "Leave of Absence" form should be completed in advance. You can be fined for taking your child on holiday during term time without the school's permission.

RESPONDING TO PUNCTUALITY

We all have a responsibility to encourage punctuality. It is important that every child arrives on time as Literacy and Numeracy are taught mostly at the beginning of the school day.

- Acceptable reasons for lateness will be marked **L** on the register, which legally indicates that your child although late was present. Late arrivals after the legal closure of the register, 30 minutes after registration, are marked **U**. In law this counts as absence, which in serious cases can lead to prosecution by the LEA.
- If a child is late twice in one week a reminder text is sent out to parents.
- If a child continues to be late, parents will be invited to meet with the school's Attendance Officer to discuss how we can support parents in getting their child to school on time
- If a child continues to be late then the matter is discussed with the Headteacher in a more formal meeting and the Local Authority Attendance Service may be informed.

UNAUTHORISED ABSENCE

Absences will be recorded as Unauthorised for the following reasons:

- Family holiday not authorised by the Headteacher.
- Staying at home to look after siblings or sick relatives.
- Going shopping, to the airport to meet relatives or having a haircut.
- Birthdays
- Any absence for which no reason has been given to the school.
- Late after the close of registers.
- Truancy – absence for no authorised reason, with or without the consent of a parent.

The school or Local Authority can fine parents for the unauthorised absence of their child.

RESPONDING TO ABSENCE

When a child fails to attend school without an acceptable explanation the school's Attendance Officer will:

- Contact the parent on the first day of absence by telephone, following up with a text message if there is no reply.
- Other emergency contacts may be contacted by telephone if there is no reply from parents.
- Follow up with a home visit and letter if there is no response within three days.
- If non-attendance continues a further attempt will be made to contact the parent via a home visit.
- If there is still no contact after ten days the Attendance Officer will make a referral to the Local Authority's Attendance Service and the child will be reported as a Child Missing in Education.
- Take appropriate safeguarding action where necessary.

REDUCING PERSISTENT ABSENCE

In accordance with Local Authority guidelines when there are issues with attendance the school's Attendance Officer will:

- Write letters to parents/carers when a child's attendance falls below 95% (the threshold for Persistent Absenteeism) or is of concern. As detailed below.

Letter 1 –	Advising parent or carer that attendance is low and requesting medical evidence if appropriate.
Letter 2 –	Raising concerns that attendance has not improved and setting the expectation that all future absences need to be accompanied by medical evidence.
Letter 3	A meeting with The Headteacher and Attendance Officer to review attendance or an attendance panel meeting with the LA Attendance Officer. Individual circumstances of the child and the family will be considered when sending letters.

- Request medical evidence for all absences if attendance falls below 95% or is of concern.
- Meet parents to discuss concerns about attendance if attendance does not improve after initial letters.
- If there is still no improvement the school's Attendance Officer may arrange for the Headteacher to meet with the parents.
- Refer persistent absenteeism to the Local Authority Attendance Service who will arrange meetings in school and carry out home visits.
- **Parents in this group could also face the possibility of a fixed penalty notice fine or legal action being taken by the Local Authority.**

To be reviewed by Governors October 2025