



# Attendance & Punctuality

Full copies of our policies and procedures can be found on our website or are available from the office [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

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## **Aim:**

The Governors, head teacher and staff of Newton Burgoland Primary School aim to ensure that all our children attend school regularly and punctually so that they receive the best



education possible in order that they fulfil their potential. Parents will be informed about our school policy and encouraged to understand the importance of good attendance and punctuality.

#### **Guidelines:**

- All absences will be recorded by teachers, on the SIMS weekly absence recording sheets using the agreed codes.
- Upon return to school an explanation should be provided either by telephone to the office or by letter or verbal communication to the class teacher. In any event, the communication should inform the weekly reasons for absence SIMs list. Letters received should be kept in the office file.
- Any telephone absences will be recorded on our agreed form and inserted in class registers.
- It is the responsibility of teaching staff to pursue reasons for absence with the child or parent in the first instance as verbal communication at the beginning or end of the school day with the child's parent or carer will be sufficient for ascertaining the reasons for absence.
- It is the responsibility of teaching staff to inform the office if reasons for absence have not been explained.
- In the event of non-communication of a reason for absence, a standard letter should be sent home via the child in the first instance. If this is unsuccessful, then Mrs Ward will follow up with further letters.
- Pupils arriving late must report to the office.

#### **Monitoring**

Our school registers will be inspected regularly by the office staff for the head teacher and parents will be contacted in the event of:

- Unauthorised absence
- Frequent short absences, particularly where a pattern emerges • Persistent lateness

Contact will be made by:

- a) A letter from the school office informing parents of the school's concern
- b) A telephone call by the office staff on behalf of the head teacher



- c) A letter or telephone call inviting parents to meet with the head teacher to discuss the problem
- d) Reference to the Educational Welfare Officer

Absence data is reported at governors meetings by the head teacher.

The head teacher and governors will monitor rates of absence and will set new targets annually

**Lateness:**

Any child not present when the register is taken will be marked absent. If a child arrives after the register is marked then they are late. The office staff will monitor late pupils and keep a record of lateness. Reasons for lateness will be sought from parents. Persistent lateness will be monitored and letters sent to parents. In some circumstances the head teacher will invite parents in to school to discuss a child's lateness.

**Evidence:**

All records of letters and telephone calls will be kept in the attendance file. A record of monthly attendance percentages will be printed and shared with the head teacher. All children whose attendance is below 85% will be monitored. Letters will only be sent to parents if there are specific concerns and all teachers will be contacted by the office staff to confirm the main reasons for prolonged absences, as often these will be genuine e.g. due to holiday/hospital/long term illness etc.

**Promoting Attendance:**

It is the responsibility of all staff to promote good attendance. We will celebrate excellent attendance every term. Children will be rewarded with certificates, and a special end of academic term treat. Excellent attendance for the entire year will be celebrated and rewarded appropriately.

**Holidays:**



**Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

If you believe that you should be granted a leave of absence please apply to the school in writing outlining the reasons why your circumstances are exceptional.

Authorised absences will not be granted for non- school sporting fixtures, day trips, visits from overseas relatives, shopping, birthdays or similar events.

**Poor weather**

If the school is open then all absences will be treated as unauthorised unless the school has been notified of a pupil's illness

Mrs Grimshaw keeps an attendance file and record of all communication between parents and school.

Staff have regular updates to ensure codes are used correctly.