

## Mission Statement

Cavendish Close Infant and Nursery School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality. We aim to ensure that all our pupils receive a full time education which maximises opportunities for each pupil to realise their true potential.

We will strive to provide a warm, welcoming and caring environment whereby each member of the community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

## Aims

- To improve the overall percentage and attendance rate of all pupils at school.
- To make attendance and punctuality a priority for all stakeholders.
- To ensure an effective monitoring system is established; to provide support advice and guidance to parents.
- To develop a systematic approach to gathering and analysing attendance related data.
- To develop positive and consistent communication between home and school.
- To promote effective partnerships with the Education Welfare support service and with other service and agencies.

## Rights, Responsibilities and Roles

### School

- We will encourage good attendance and will investigate all unexplained and unjustified absenteeism.
- We will work with parents in order to ensure high levels of attendance and punctuality
- Contact will be made on the first day of absence if no reason for the absence has been received from the parent.
- We will apply the policy consistently

### Pupils

- Pupils will make sure that they attend school regularly and on time.
- Children will have their attendance each week in class and in termly celebration events

### Parents

- Parents are legally responsible for ensuring their child's regular and punctual attendance where they are properly dressed and equipped and in a fit condition to learn.

- Parents are responsible for immediately informing the school of the reason for any absence by phone call on the first morning of any absence.
- Parents will avoid arranging family holidays during term time.

### Actions

#### Registration

The school day begins at 8:55am.

Doors open at 8:45am and close at 9.05am prompt.

The register is taken at 9:00am prompt.

The register closes at 9.10am.

Any child who arrives at school after 9am must be taken straight to the office whereby a late mark will be placed in the register and they will be then taken to the classroom.

Please note that if your child arrives after the close of register the child's late will be classed as an unauthorised absence.

In the afternoon the register is taken at 1.15pm.

The register is marked electronically.

#### Procedures for Following up Absence/Lateness

Parents are advised to phone into school on the first day of their child's absence to give a reason. This reason will be detailed on the register.

Contact will be made on the first day of absence via a phone call. If the phone is not answered then a text message will be sent.

When a pupil is persistently absent or late and without good reason and the school's efforts to effect improvement have been unsuccessful it may be necessary to refer the matter to the Education Welfare Officer (EWO).

Follow up will be undertaken on specific individual absences which fall below 90%

Identification of developing patterns of irregular attendance and lateness will be monitored and the EWO may be contacted.

#### Holiday Requests during term time

The Government has made amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into force on 1<sup>st</sup> September 2013. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from the school if the leave is granted. **There is no 'right of appeal' to either the governors or the local authority regarding the Headteacher's decision.**

The following will be used as guidelines as to whether the head teacher will grant leave.

- Holidays in term time will not be granted just because it is cheaper during the term time
- Holiday will not be granted if the child's attendance is currently below 94% (in the autumn term the absence figures for the previous year will be referred to)
- Attendance at events such as christenings and weddings that have been booked during school time may be granted – but only for the day of the event. Time will not be granted for children to be with their parents on their 'honeymoon'. Therefore if a wedding was taking place abroad the leave will not be granted. If attendance is below 94% the leave will still not be granted.
- Leave, even if exceptional, will not be granted in September of each year.

Parents are reminded that if they take their child out of school without permission from the Headteacher they may be liable for a fixed-penalty notice fine.

We are aware that these rules may make holidays difficult for some families, but our aim, and that of the government, is to ensure that children have the best opportunity to succeed. Children will still have 13 weeks a year to have a holiday with their family.

**Parents should request holiday leave at least 2 weeks before the planned holiday.**

### Penalty Notices

**Penalty Notices can be issued to parents and carers for non-attendance at school as part of the Anti Social Behaviour Act 2003. A Penalty notice is an alternative to prosecution. It requires the parent to pay a fixed amount as a fine for the child's non attendance and avoids a court appearance. The fine is currently £120 to be paid within 28 days. The 28 days starts two days after the date of issue, as shown on the notice. If the fine is paid within 21 days, payment reduces to £60.**

**PLEASE BE AWARE when two parents/carers are issued with a penalty notice for the same child both penalty notices must be paid. The fine will apply to each parent for each child who fails to attend regularly and punctually.** For example, in a family where there are two parents who fail to ensure proper attendance of their child, the fine would be £120 for each parent.

### Strategies for Promoting Attendance/Punctuality

- It is the belief of the staff that children are more likely to attend regularly if the curriculum is lively and meets the needs of the children. The curriculum will be reviewed regularly and topics will be based around the children's interests.

- Attendance statistics will be collected and used to inform pastoral and curriculum practices.
- Rewards will be given for 100% attendance.
- Pupils whose attendance falls below 90% will be set targets for improvement and meetings will be initiated.
- Visits to feeder schools will be made to ensure the fullest support for all children as they transfer on to their next school.

### Collection of Attendance Data

Attendance Data is collected daily, monthly and yearly. It is discussed with individual teachers, whole school and at Governors meetings and is reported in the Head teacher report.

September 2013

Reviewed October 2014

Reviewed October 2015

Reviewed October 2017

Reviewed December 2018

