



# The Fellowship of All Saints Kirkby Overblow and North Ripton Church of England Primary Schools

## Attendance and Punctuality Policy

**History of document: To be reviewed annually and re-approved every two years, or sooner if deemed necessary.**

Issue number	Author	Date written	Approved by Governing Body	Comments
1	A Andrews	Dec 2019	3/12/2019	
2	A Andrews	Nov 2021	30/11/2021	

### Rationale

Regular and punctual attendance is vital if pupils are to thrive both academically and socially at school. Absence from school disrupts pupils' learning and progress and in some cases can have a detrimental effect on their relationships. As such, children should only be absent from school due to illness or unavoidable circumstances. This policy outlines the responsibilities of the Headteacher, school staff, parents and governors in ensuring that all pupils attend regularly and are punctual.

### Aims

- To provide a structured and consistent approach to dealing with attendance issues.
- To provide clear guidelines of how attendance issues will be dealt with to all relevant parties.
- To improve our overall attendance and punctuality rates as part of a multi-faceted approach to raising standards.

### Legal Requirements

All children aged 5-16 must receive full time education.

### Pupil Illness

**Role of the Parent** - to call school before the start of the first school day that your child is absent from school, to inform them that your child will not be attending due to illness.. Following sickness, children should not return to school less than 48 hours after they were last ill. For advice on when to return your child after other illnesses, please contact your healthcare professional.

**Role of the School** - to record illnesses in the register and advise the parent where appropriate as to an appropriate date to return to school.

**Role of the Headteacher** - to arrange work for the child where the absence may be extended and where the child is capable of completing tasks at home.

### Pupil Punctuality

Pupils should arrive at school on time each day. Arriving late is detrimental not only to that child, but to other children in the class where the teacher needs to accommodate a pupil part way through a lesson. Pupils are allowed in school from 8.45am and should be in class for registration at 8:50. If a pupil is not present when his/her name is called at the beginning of the day, s/he is recorded in the register as having arrived late. Registers close at 9:15am. After this time, absence without prior notification is recorded as unauthorised.

### **Role of the Parent –**

- 1) To ensure that your child is in school ready to begin registration at 8:50am. Should you be late due to unavoidable circumstances, it is important that you call school to inform us of this.
- 2) To collect children promptly at 3.30pm. Again should you be late due to unavoidable circumstances, it is important that you call school to inform us of this.

**Role of the School** - to record all late arrivals (e.g. after the register has been taken), accordingly in the register. If a pupil has not arrived after the register has closed (9:15 am) without prior notification, this absence will be recorded as unauthorised. It is the school's duty to ensure that, where a child is absent without notification, the administrator contacts parents/carers to find out why. If the administrator is unable to contact the family of a pupil absent without notification, the Headteacher will be informed.

**Role of the Headteacher** - to ensure that pupil learning is not adversely affected by factors within the school's control. Where children are persistently late the Headteacher will contact the parents to seek resolution.

**Role of Governors** - to monitor lateness at whole school level, support and challenge the school in ensuring that appropriate steps are taken to reduce the number of late arrivals.

### Holidays in Term Time

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) Regulations 2013. Amendments to the regulations remove the reference to family holidays during term time.

Parents will not be granted leave of absence during term time for family holidays. Leave of absence due to exceptional circumstances can be granted but will only be authorised if the Headteacher is satisfied that one of the following criteria is applicable:

- Service personnel returning from active deployment
- When a family needs to spend time together to support each other during or after a crisis
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.

If Parents take their child out of school for 5 school days (10 sessions) or more the Headteacher will issue a request for a fixed penalty notice to the Education Social Work Service

A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Local Authority will take legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

#### Attendance Management

In cases of poor attendance, The Fellowship of All Saints Kirkby Overblow and North Rigton Church of England Primary Schools will follow the procedures set out by North Yorkshire County Council. <https://cyps.northyorks.gov.uk/school-attendance>