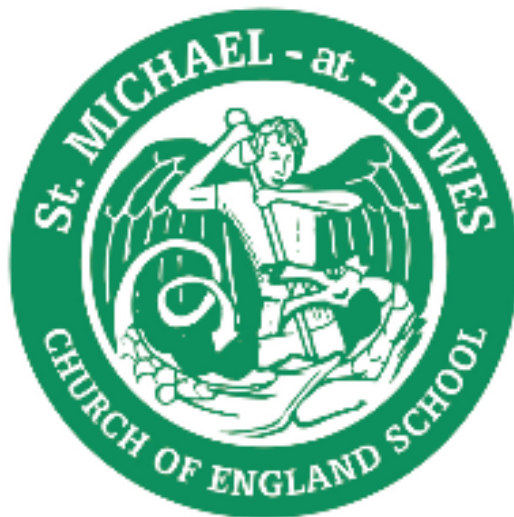


ST MICHAEL AT BOWES JUNIOR SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY



Reviewed – October 2020

Presented to Governors - October 2020

Reviews – October 2022

St Michael at Bowes CE Junior School
Attendance and Punctuality Policy

'An inclusive Christian community building on firm foundations for successful lives.'

At St Michael at Bowes we believe that our vision underpins everything we do and as such we strive for our children to 'build on firm foundations' in order for them to lead successful lives.

PLEASE READ THIS POLICY ALONGSIDE THE 'ARRIVAL AND DEPARTURE POLICY' APPENDIX 1

1. Attendance Policy Rationale

The school is committed to providing quality education for all pupils. The staff and governors believe that it is essential all pupils have good or better attendance. To this end, the school will do all it can to ensure that all pupils achieve maximum possible attendance and that any problems that prevent this from happening are identified and acted upon as soon as possible.

2. Expectations

We expect the following from all pupils:

- that they attend school every day
- that they will arrive on time
- that they will be appropriately prepared for the school day.

We expect the following from all parents:

- to ensure their child attends each day
- to provide medical evidence on the 3rd day of absence
- to ensure they contact the school immediately (in confidence, if necessary) whenever their child is unable to attend school
- to ensure their child arrives on time, well prepared for the day
- Not to take leave during term time

Parents can expect the following from the school:

- regular, efficient and accurate recording of attendance
- regular monitoring of lateness
- contact with parents by telephone if a child fails to attend school without providing a good reason
- contact with parents if the child is consistently late for school
- immediate and confidential action on any problem
- notification of any steps taken as a result of attendance concerns
- to encourage good attendance a quality education rewards in the form of attendance certificates/prizes will be given to children with excellent attendance

This policy statement together with the accompanying procedures aims to ensure that:

- registers are properly maintained
- attendance and lateness are monitored carefully
- irregular attendances are checked
- unauthorised attendances are rare

The class registers are legal documents and great care will be taken to ensure their accuracy.

3. School procedures

3.1 Registration

The morning session begins at 8.30 a.m. Registers must be completed as soon as possible and sent down to the office at 8.40 a.m. Any child arriving in the classroom after 8.40 a.m. will be marked as late and the reason will be recorded. The school will use the codes advised by the DFE to record absences.

3.2 Lateness

Children may enter the classroom at 8.25 am and the register taken as soon as possible, but before 8.40 a.m. Registers will be monitored for lateness by the attendance officer and a letter sent to parents if there is a pattern or repeated lateness. If lateness persists, the Education Welfare Officer (EWO) will be informed. Parents must inform the school if a pupil will be late to school for any reason.

3.3 Absence

When a child is absent from school, it is expected that parents will inform the school of the reason for that absence as soon as possible with an indication as to how long the absence will occur. Most pupils will occasionally be absent from school with good reason. Parents should telephone the school before 8.40 a.m. on the first day of absence. The school must be updated on a daily basis concerning the absence. On occasions where a parent has not contacted the school the school will attempt to make contact with them. Contact will usually be made by phone. The class teacher or the Attendance Officer will record the reasons for absences in the register.

3.4 Authorised/Unauthorised Absence

Only the school can officially authorise an absence if it is for a good and legitimate reason e.g. illness, bereavement, and religious observance. Parents can under no circumstances authorise a child's absence from school. Parents should seek approval of absence from school for any absence from school. Even if a note is provided or a call has been made to the school, an absence is unauthorised if there is no good and proper reason to explain it e.g. birthday celebrations, taking relatives to the airport and holidays during term time. If parents are in any doubt about what constitutes authorised or unauthorised absence they should contact the school's Attendance Officer or Headteacher. A pattern of unauthorised absence will be reported to the Education Welfare Service. Any pupil with an absence percentage of less than 90% will not have any absence authorised unless medical evidence can be produced.

For your guidance the school considers attendance levels as follows:

- 98% - 100% = Excellent
- 96% - 98% = Good
- 94% - 96% = Average
- 92% - 94% = Below Average / Low
- 90% - 92% = Very Low
- 85% - 90% = Exceptionally Low

- Under 85% = Persistent Absentee

Absences can only be recorded as authorised or unauthorised. The school registers are checked regularly by the EWO. Unauthorised absences and persistent lateness will be discussed and followed up by the school's attached EWO and a Penalty Notice may be issued. Dental and Medical Appointments Routine appointments should be, where possible, made outside school hours. The original appointment card or letter from the Orthodontist, GP or Dentist should be provided. School should be informed before 8.40 a.m. if appointments are going to make a pupil late for school. Pupils are expected to attend school before and after routine appointments and ensure that they sign in and out in the school office.

3.5 Holidays

Holidays taken in term time will not be authorised apart from exceptional circumstances. Requests should be made in writing to the Headteacher. Where a pupil is absent due to unauthorised holidays the school may issue a Penalty Notice, which may result in a fine. Regrettably each year we are informed by parents that relatives living overseas are unwell and they need to travel urgently, the school will always ask for original evidence that travel arrangements have been made at the last minute. Based on this evidence the school will consider whether any of the absence can be authorised. Such absences are not authorised without evidence, and may be subject to a Penalty Notice. From time to time the school has also become aware that although a pupil has been reported as unwell to the school they are in fact on holiday. Parents will be expected to produce all medical evidence where an absence directly precedes or follows a school holiday. Medical evidence from abroad will not be accepted. The school will actively pursue a Penalty Notice fine in situations where they have not been correctly informed of the reason for absence.

3.6 Religious Observance

The guidance from London Borough of Enfield informs the school which days it can authorise for religious observance.

4 The role of the Education Welfare Officer

St Michael at Bowes School actively uses the London Borough of Enfield Education Welfare Service. The school is accountable to the local authority and the DFE for the level of pupil attendance, and Education Welfare officers regularly inspect the school registers and receive information about the attendance of pupils. The Education Welfare Officer will phone and visit parents, where poor attendance is an issue.

5. Penalty Notice for Unauthorised Absence – Taken from DFE Guidelines

Instead of being prosecuted, parents can be given a penalty notice. The penalty is £60, rising to £120 if paid after 21 days but within 28 days. If parents don't pay the fine they may be prosecuted.

Stages proceeding Penalty Notice

- If a child is absent from school and no reason/invalid reason has been supplied to the school, the absence will be recorded as unauthorised. The school will notify you that the absence is was not authorised and remind you of your responsibility to either request absence or send your child to school.
- If this should occur again, the school will issue a final warning to the parents.
- On the third occasion of unauthorised absence the EWO will issue a penalty notice to parents.
- Requests for holidays will not be granted under any circumstance. Should parents decide to remove their child from school for holiday or an extended period to travel abroad or within the UK, this absence will not be authorised (unless in exceptional circumstances with prior agreement from the headteacher) and an immediate penalty fine be incurred, regardless of previous unauthorised absence.

6. Prosecution for Unauthorised Absence – Taken from DFE Guidelines

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

7. Attendance Awards

As a means of encouraging good attendance, a certificate will be awarded to the class who has the best attendance for the week and a cup for the least number of late arrivals each week. **Refer to flow chart Appendix 2**

St Michael at Bowes seeks to promote the best possible attendance because it seeks to achieve the highest possible standards in all aspects of school life. There is a clear link between good attendance and good results, and teachers will celebrate excellent attendance just as they celebrate other positive aspects of school life.

Review Date: October 2019

Next Review: October 2022

Appendix 1

Arrivals and Departures Policy

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in the Office. Similarly, when a child arrives late, parents must report to the Office.

Records of daily registers are kept by the school for the recommended years by Local Authority.

Members of staff will be on duty in the main playground and at the main entrance gate during the opening times for arriving in the school, from 8.15 a.m. – 8.30 a.m. each day. Staff will open the Year 3 classroom doors from 8.25 a.m. In this way information can be shared between home and school at the beginning or end of each session to ensure children's welfare is given high priority. Years 4, 5 and 6 walk upstairs to their classrooms.

Parents/carers are asked to make an appointment at the office to discuss any concerns etc with the member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 8.40 a.m., children arriving after the gates have closed MUST come into school via the front reception door and register with staff at the 'late station'.

Any children not accounted for by 9.00 am, office staff will endeavor to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.

Children Looked After [CLA] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Deputy Head Teacher in her absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the Educational Welfare Officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

Gate (Grenoble Gardens)

The main gate to the playground will be locked at 8.30 a.m. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

On Mondays, Tuesdays, Wednesday and Thursdays at 3.10 p.m. the main gate will be unlocked and will be re-locked at 3.30 p.m. when the majority of the children have left the premises. **On Fridays only the main gate will be unlocked at 12.55 p.m. and will be relocked at 1.10 p.m.**

The main car park gates will remain closed but unlocked for staff to exit the site. Parents/carers and children are not allowed to use the main car park gates at any time.

Departures

Teachers/support staff will escort their own class out of school every night and be on duty in the playground till 3.30 p.m. (1.10 p.m. on Fridays). All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the main office.

All children are returned to the main office if the person collecting them is not at school.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45 p.m. (12.30 p.m. on Fridays). The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

Children who attend Grass Roots After School Club will be taken to Tottenhall Infant School by a member of staff once their club has finished.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the main office to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. Parent/carer will be charged for late collection, 15 minutes after school

or after school activities have finished. This will be at a rate of £5 per 15 minutes thereafter to meet the cost of childcare/supervision.

If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact social services to inform them we have an uncollected child on the premises.

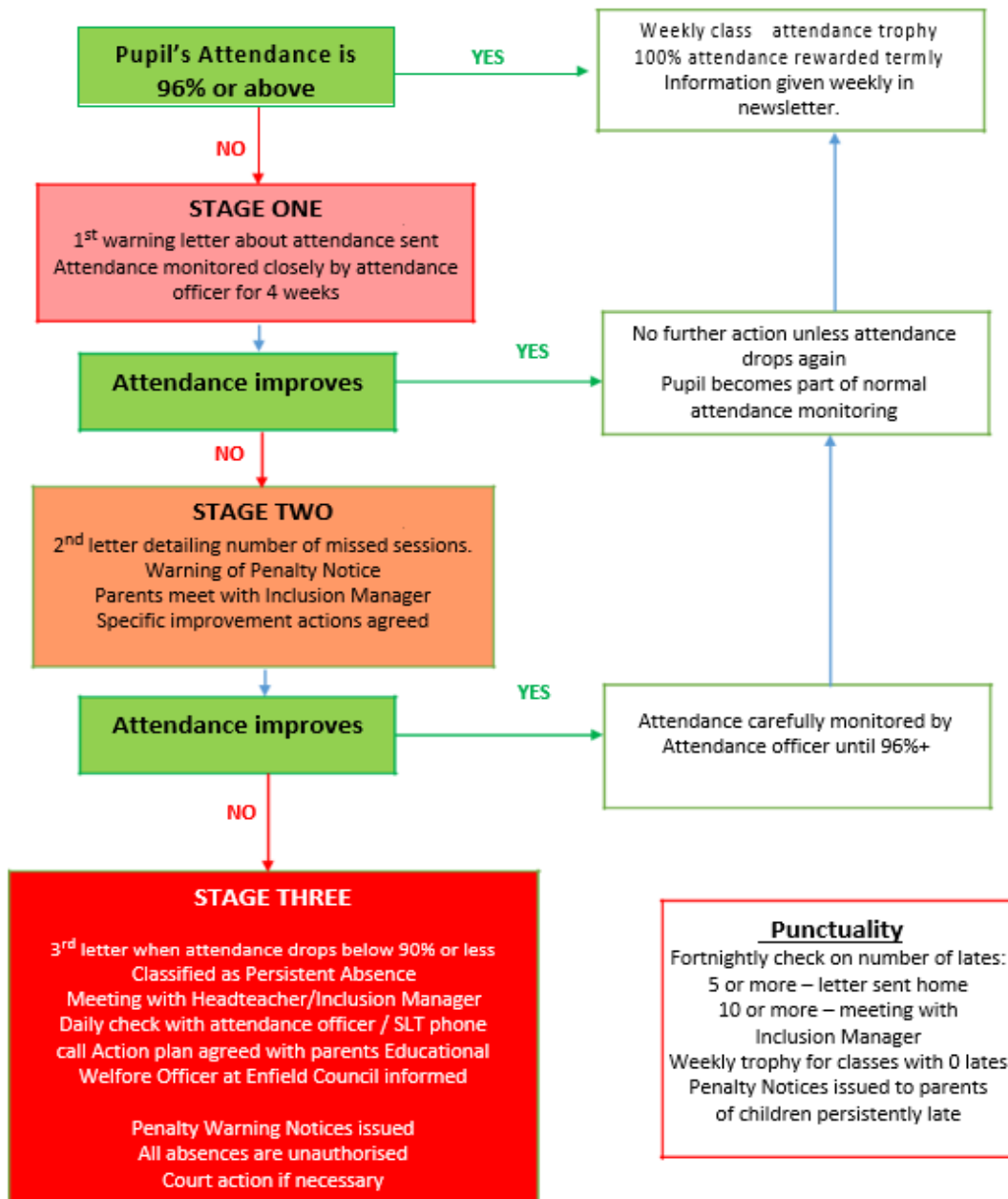
Appendix 2

Attendance



All Pupils

No holidays are authorised
Parents are required to give specific reasons for absence (not just unwell)
Absence longer than 2 days not authorised without specific reason
All absences to be phoned in/emailed by 9.30am



Attendance policy coronavirus addendum October 2020

St Michael at Bowes



| | | |
|----------------------------|------------------------------------|---|
| Approved by: | Jean Jakobson | Date: 8 th October 2020 |
| Last reviewed on: | 1 st September 2020 | |
| Next review due by: | July 2021 (or earlier if required) | |

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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the Enfield local authority (LA).

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with section 3.4 of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school

4.2 Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible. Either call the school office 020 8888 6100 or email office@smab.enfield.sch.uk

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to office@smab.enfield.sch.uk or a photocopy sent to St Michael at Bowes Junior School, Tottenhall Road, Palmers Green, London N13 6JB.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

The school will arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe upon their return.

4.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Our approach and expectations regarding remote education are set out in our remote learning policy

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in section 3.4 of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken at 8.40 a.m. and will be kept open until 8.55 a.m. The register for the second session will be taken at 12.30 p.m./1.00 p.m. (staggered times) and will be kept open until 12.45 p.m./1.15 p.m.

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by initially contacting them by phone. If unable to reach them a letter will be sent to the home address
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carers are concerned about returning to school because of coronavirus, we will:

- Arrange a phone call/video meeting/in-school appointment between the parent/carers and a member of the SLT to explain the protective measures the school is taking to keep pupils safe

6.1 Legal sanctions

- Our normal rules on legal sanctions apply (as defined in sections 4, 5 and 6 of our normal attendance policy)

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every term by the headteacher. At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

| Code | Definition | Scenario |
|----------|---|--|
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results |
| I | Illness | Pupil remains unwell following a negative test result (i.e. with a different illness) |
| I | Illness | Pupil has to continue to self-isolate because they tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to self-isolate (for 14 days) because someone they live with tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to quarantine (for 14 days) after a trip to a non-exempt country |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil is asked not to attend in the case of local lockdown |