

# **ST MICHAEL AT BOWES JUNIOR SCHOOL**

## **ATTENDANCE AND PUNCTUALITY POLICY**



Reviewed – February 2022

Presented to Governors - March 2022

Review – February 2024

**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 3<sup>rd</sup> 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
- Encouragement of good attendance through newsletters, personal contact and praise

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: February 2022

Next Review: February 2024

## 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 8.20 a.m. – 8.35 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'.

For 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 their way to school, ensuring parents and school know where children are at all times.

Looked After Children [LAC] 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.

## **Gates (Grenoble Gardens and Tottenham Road)**

The mains gate to the playground will be locked at 8.35 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 gates on Grenoble Gardens and Tottenham Road 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 gates 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.

## **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 Sport in Schools After School Club will be taken to Tottenham 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.

### COVID-19

Pupils testing positive for covid-19 will be encouraged to remain at home for a period of time no less than five days and until they no longer display symptoms if longer.

In the case of a pupil displaying obvious symptoms, the school may refuse entry

Absence will be recorded as in Appendix 3.

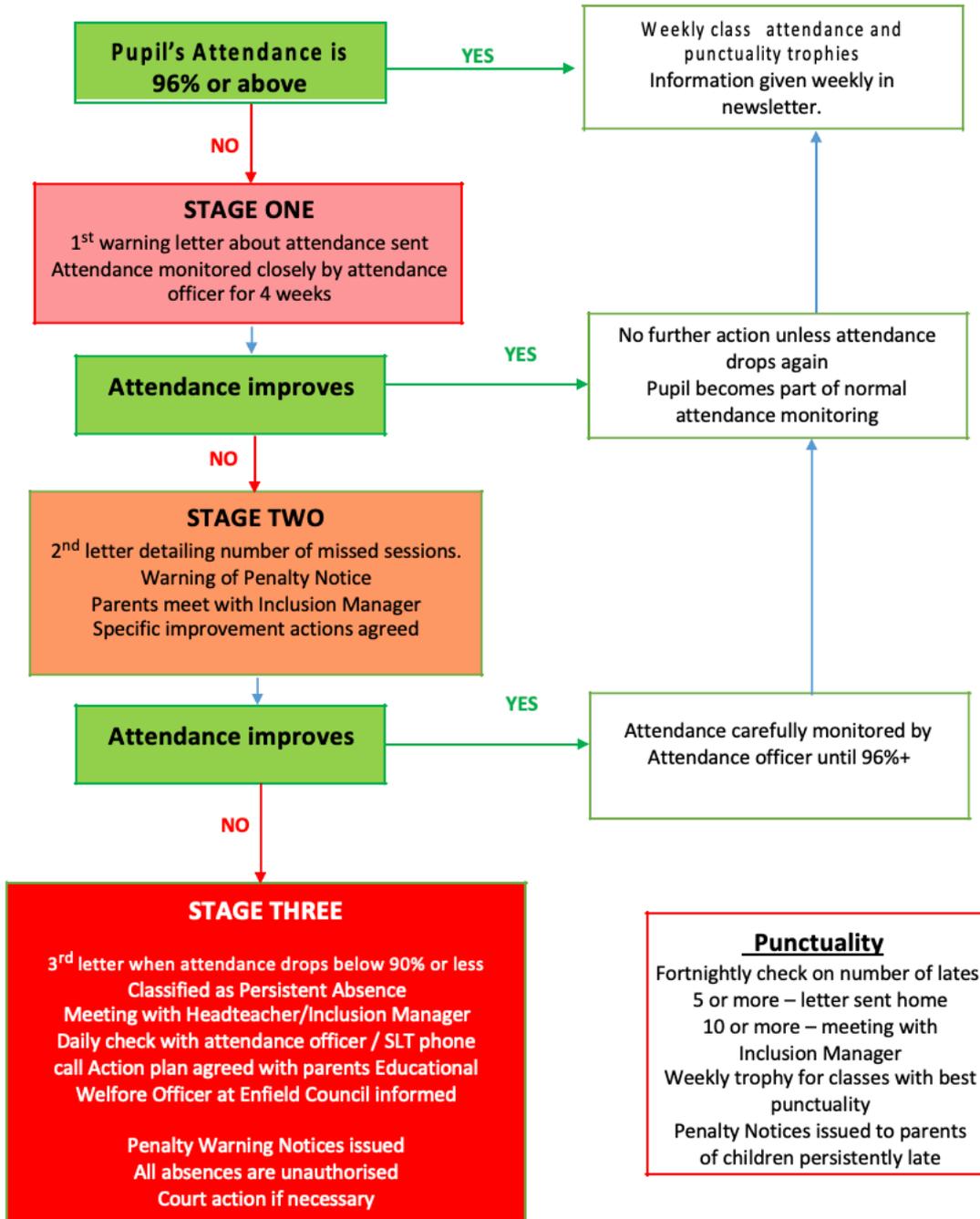
## **Appendix 2**

## 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



### Appendix 3: 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