

Northway Attendance and Lates Policy



Introduction

This is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Why Regular Attendance is so Important:

Any absence that affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting Regular Attendance

We are committed to promoting regular attendance for all our pupils through a variety of initiatives including:

- Celebrating good attendance by displaying individual and class achievements;
- Rewarding good or improving attendance through certificates and events;
- Running promotional events when parents and staff can work together on raising attendance levels across the school.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, in writing as well as a telephone call.

Authorised absences are mornings or afternoons away from school for a good reason.

This includes:-

- Illness
- Medical/dental appointments which unavoidably fall in school time
- Emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Education Welfare using sanctions and/or legal proceedings.

This includes:-

- Parent/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark (after the register closes)
- Shopping, looking after other children or birthdays

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents and the child.

Persistent Absenteeism (PA)

A pupil becomes a "persistent absentee" when they miss **15%** or more schooling across the school year for whatever reason. PA pupils are tracked and monitored carefully and are automatically made known to the Education Welfare Officer who may contact you by letter or make a home visit.

Absence Procedures

If your child is absent you must

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence-you must do this even if you have already telephoned us;

If your child is absent we will

- Telephone or send you a text message on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with the Welfare Officer if absences persist;
- Pupil Attendance and Education Welfare Officer (PAEWO) may take action if attendance falls below **90%**.

Telephone numbers

It is important that you always keep your contact details up to date so that we can contact you in an emergency.

Lateness

Poor punctuality is not acceptable

If your child is not in school for the start of the day they are missing out on valuable learning. Pupils that arrive late disrupt their classmates causing embarrassment for themselves and further reluctance to attend school.

How we manage lateness

The school day starts at **8.50am** and we expect your child to be ready to go into class at that time. Registers are marked and your child will receive a late mark if they arrive later than **9.30am**.

After this, registers will be closed. In accordance with regulations, if your child arrives after **9.30am** they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may lead to legal action.

If your child has a persistent late record you will be asked to meet with the EWO to resolve the problem, but you can approach staff at any time if you are having problems getting your child to school on time.

Holidays during Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time.

***Any period of leave taken, will be classed as unauthorised and may attract sanctions such as a financial penalty.
(Fixed Penalty Notice £60 per child, per parent, after 28 days increases to £120 per child, per parent)***

The minimum level of attendance for this school is **97%** and we will keep you updated regularly about your child's progress.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made

Your children help make this a successful school and we are aiming high to improve attendance.

Good attendance is something to be proud of!

