



Attendance and Punctuality Policy

June 2016

Philosophy

At Cherry Tree School we believe that the whole school community - governors, staff, parents and pupils must be committed to high standards of attendance and punctuality. This will enable our children to form good habits for their future life and to fully benefit from the education we provide.

The School's responsibilities

- The school will provide a safe learning environment.
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- The school will follow up all instances of poor attendance and punctuality.
- The school will publish the attendance target and latest results on absence letters sent to individual parents.

Parents' responsibilities

- Parents have a legal responsibility to ensure that their child attends school regularly (target of 96%), punctually, properly dressed and equipped and in a fit condition to learn.
- Parents will inform the school, on the first day of absence, of the reason for their child's absence from school.
- Parents will maintain regular communication with school staff where necessary.
- Parents will ensure that the school is informed of any changes to contact details.

Registration

Registers should be kept by all class teachers on a daily basis, as follows:

- Registration time each day is 9am and at 1.05pm for Key Stage 1 and 1.20pm for Key Stage 2 (apart from the Nursery where it will be taken at 9.05am).
- The classroom door will close at 9.00am and any pupil who arrives after this time will have to sign in at the school office. They will be marked in the register as late (L).
- If a pupil arrives after 9.10am and 1.15pm (Reception, Year 1, Year 2) or 1.30pm (Years 3, 4, 5 and 6) they will be marked as late and it will be counted as a half day absence. These will be unauthorised unless we have been given a valid reason (U).
- Each child will be called by name in the register and will be expected to respond appropriately.
- If a pupil is absent without an explanation being forthcoming, the school will contact the parents to find out the reason for the absence.
- If a pupil is persistently late 6 times in a few weeks or absent (below 96% attendance), the school will write to parents informing them that there needs to be an improvement. If this doesn't improve they will be invited in to discuss the matter with the office staff or Headteacher. Attendance letters will be sent out to parents if their child/ren's attendance or punctuality becomes a cause for concern.
- If the child is still persistently late or absent a fixed term penalty notice may be issued.



Cherry Tree Primary School

Authorised/unauthorised absence

- Only the Headteacher can authorise absences and this will only be for exceptional circumstances e.g. close family funeral, medical appointment etc.

Penalty Notices

At Cherry Tree Primary School we expect parents/carers to work with us to address attendance problems. If a pupil has at least 15 sessions (1/2 day equals 1 session) unauthorised absence in a term (including unauthorised holidays), and/or the previous term, the Headteacher may ask the Local Authority to issue a penalty notice. The penalty is £60 (per parent, per child) if paid within 21 days of receipt of the notice, rising to £120 (per parent, per child) if it is paid after 21 days but within 28 days. If the penalty is not paid the local authority may prosecute the parents/carers for the irregular attendance. Parents will only receive one warning letter from school before receiving a fixed penalty charge.

Encouraging good attendance

- Individual children will be rewarded for 100% attendance with a certificate presented every term in a school assembly.
- The winning class of the Attendance Competition i.e. the class with the best attendance that week, will be announced in a Friday Sharing Assembly and in the weekly newsletter.
- Regular reminders of the importance of good attendance will be made in newsletters and assemblies.
- Regular attendance reports will be made to the governing body.
- Staff will set good standards of attendance and punctuality by making sure that they always arrive promptly in the classroom so that they are ready for the children when they come in.

Encouraging good punctuality

- Each week the winning class of the punctuality competition i.e. the class with fewest people late that week, will be announced in a Friday Sharing Assembly and in the weekly newsletter.
- The school will write to a parent whose child has been late 10 times over a month.

For further information please see Local Authority policy on School Attendance available via the school office.

