

**EVERY
SCHOOL
DAY
COUNTS**

Attendance and Punctuality Policy (for Reception, Year 1 and Year 2)



'At Village Infants we believe every child has the right to the best possible education, and we know that good attendance is vital to achieving this.'

Good attendance helps children make good progress in their learning and enjoy happy and confident relations with others. If children are not at school this puts them at a disadvantage not only with their learning, which they have to catch up with but also with their friendships, self-esteem and confidence.

The school has a sensitive approach when supporting the attendance of pupils with medical conditions.

This also applies to good punctuality. If a child arrives in their class late they can often feel anxious because they arrive in a class where the lesson has already begun.

Some parents think that 90% attendance sounds good, but that means that your child misses:

- One half day each week
- Nearly four weeks every school year

Our school target for attendance is 96.6% and although many children achieve this we have a significant proportion of children who are regularly unwell and are off school at least one day or more every week. Many of these children are off due to repeated sickness. In an effort to reduce these absences we have introduced the following procedures.

What if my child is unwell?

- If your child is unwell it is your responsibility to make a 'judgment call' and decide whether they are well enough to attend school. If you are concerned about your child's health but feel they are well enough to attend school then make the school aware of your concerns at the beginning of the day, and we will keep an eye on them. If your child is unwell at school we will contact you to come and collect them.
- If you decide your child is not well enough to attend school you should inform the school office by 9am on the first day of your child's absence.
- If your child continues to be absent you will be expected to contact the office each day to update them on your child's illness. If your child is in hospital or has a medical condition that requires your child to be off school for a period longer than a few days medical evidence may be requested to authorize your child's absence.

If your child's attendance is below 96.6% during the current school year their absence may not be authorised unless medical evidence is provided.

Medical evidence must be in the form of at least one of the following:

- A medical appointment card
- A medical appointment letter
- A copy of a prescription with the name of the child and the date
- Medication with a chemist's label showing the name and the date
- An 'unfit for school' declaration or letter from your GP in the case of acute or prolonged illness
- A hospital discharge letter

What will happen if my child's absence is not authorised?

If your child has three unauthorised absences or their attendance is below the school target of 96.6% during the current school year the following actions will be taken:

1. You will be sent an attendance warning letter informing you of your child's attendance and the school's concerns regarding this.

If your child's attendance improves no further action will be taken.

2. If your child's attendance does not improve you will be sent a further Attendance Warning Letter and your child's attendance will be closely monitored.

If your child's attendance improves no further action will be taken.

3. If there is still no improvement in your child's attendance you will be sent a letter inviting you to attend a Parent Panel Meeting to discuss your child's attendance and to complete an Attendance Action Plan in which we will agree how to best support your child in improving their attendance.

If your child's attendance improves no further action will be taken.

4. If your child's attendance continues to be a cause for concern we will make a formal referral to the Local Authority Access and Attendance Team who will consider taking legal action.

What if my child arrives late for school?

If your child arrives at school after 9.00am you will have to take your child to the school office. You will be asked to sign a 'late book' giving the reason for your lateness and your child will be taken to their class.

If your child is late arriving at school three times during a half term the following actions will be taken:

- You will be sent a warning letter informing you that the school is concerned regarding your child's punctuality

If your child's punctuality improves no further action will be taken.

- If your child continues to arrive late for school you will be sent a further letter inviting you to attend a Parent Panel Meeting to discuss your child's punctuality and to complete a Punctuality Action Plan in which we will agree we can support your child in arriving at school on time.

Term Time Holiday

Amendments to The Education (Pupil Registration) Regulations which came into force on 1st September 2013 state that Headteachers '**may not grant any leave of absence during term time unless there are exceptional circumstances**'.

Headteachers are not expected to class term time family holidays as exceptional.

If you take your child on holiday during term time your child's absence will be recorded as unauthorised and may result in you receiving a Penalty Notice from the Local Authority.

Celebrating Good Attendance

At Village we are proud that many of our children have good attendance. In order to raise the children's awareness of the importance of good attendance and encourage them to want to come to school every day we have introduced the following rewards to celebrate good attendance:

- **Wrist Bands** – Children who achieve 100% attendance for each term will receive a coloured wrist band. Yellow for the autumn term, blue for the spring term and green for the summer term. Wearing a wrist band will mean the children will be a member of the 100% club and will be given additional rewards during the school year. If your child is a member of the 100% please encourage them to wear their wrist band to school every day.
- **Teddies** – George and Georgina are two teddies who are best friends and like to be together in the same class. During Friday's celebration assembly George is given to the class with the highest attendance for that week and Georgina is given to the class with the highest number of children that arrive in school on time. The aim is for George and Georgina to be together in the same class.
- **Medals** – Children who receive 100% attendance during a school year will receive a medal for each year this is achieved. A bronze medal for the first year, a silver medal for the second year and a gold medal for the third year.

The school Nursery has its own Attendance and Punctuality Policy.