

MEON INFANT SCHOOL

ATTENDANCE POLICY

Children's regular and punctual attendance at school is extremely important to their education. All staff have a responsibility to support this and encourage good attendance.

School starts at 8.50 a.m. and finishes at 3.20 p.m. with a lunch break from 12 midday until 1.10 p.m. We cannot accept responsibility for children arriving at school before 8.40 a.m. and would ask parents that children do not arrive before this time. Children who go home to lunch should not return before 1.00 p.m. and should report to the Senior Lunchtime Supervisor on arrival. The school is not open after 5.00 p.m. (4.30 p.m. on a Friday) for children to collect forgotten items.

The school bell will be rung at 8.50 a.m. for the start of the morning session in order that all children may have time to hang up coats/bags etc. and be in the classroom ready for registration at 8.55 a.m. Parents are asked not to remain in the classroom after this time in order that the teacher may begin the session on time. Once the children have settled into school it is encouraged that parents leave them at the door so that their independence may be encouraged.



REGISTERS:

Registers are administrated through the SIMS computer based system.

Registers must be taken promptly at the start of each session i.e. 8.55 a.m. 1.10 p.m.

Registration regulations are as follows:

1. Any child arriving up 9.25 a.m. shall be classed as "**late**"
2. Any child arriving after 9.25 a.m. will be classified as an "**unauthorised absence**" – unless there is a justified reason e.g. doctors/hospital/dentist appointment, which should be notified prior to date.

The appropriate column on the SIMS register shall be completed at each session for each child. (Appendix A)

If a child arrives while the register is being taken the time of arrival should be noted on the attached sheet (Appendix B). This should also be used for any information, relating to the reason for absence of a child, notified to the teacher.

Absence notification produced on a weekly basis usually on a Monday morning, will be administered by the Office staff.

All absence **MUST** be accounted for. If a child is absent but no letter has been received the school office will produce a generic "Absence letter" (Appendix C) which should be sent home for parent's completion. ALL letters received to be sent to school office.



LATENESS:

Step 1:

Office to inform teacher/H.T. of any lateness pattern. Teacher/H.T. to inform parents verbally of any lateness pattern.

e.g. 1 late a week or more than that on a regular basis

Step 2:

Late letter (1) to be sent to parents if there is no improvement (Appendix D)

e.g. as above

more than 2 in a week on more than 1 week

7 late in a three week period

Step 3:

Late letter (2) to go out unless improvement or accepted reason approved by school. (Appendix E).

Headteacher to be kept informed on a regular basis of the above and to discuss lateness with any parents as appropriate.



HOLIDAY:

We believe that children need to be in school for ALL sessions so that they can make the most progress. We are committed to providing all children in the school with the best opportunities to help them succeed. Our views follow the Government and PCC guidelines.

NO holidays will be authorised by the Headteacher unless there are extenuating circumstances.

If your child has 10 sessions (1 day = 2 sessions) of unauthorised absence in any one year. The school may consider issuing a Fixed Penalty Notice Request (Appendix F). Holidays of a lesser period will be monitored.

A holiday form (LOAFs) (Appendix G) MUST be completed before the holiday dates and parents can obtain these from the school office.

At the end of the academic year an attendance report is sent home for each child. (Appendix H)

Half Termly absence reports (PARM) are sent to the Attendance Monitoring Service.

“Holidays in school time may be less expensive but your child’s education is priceless”.



IRREGULAR ATTENDANCE:

In the case of irregular attendance the office staff will inform the Headteacher. Local Authority "Traffic Light" system of letters (Green, Amber, Red) (Appendix I,J,K) will be issued.

In the case of a "red" letter being sent this is referral to the Attendance Monitoring Service and a fixed Penalty Notice Request can be issued (Appendix L)

A leaflet is available to parents which gives information regarding Fixed Penalty Notices (Appendix M).

SICKNESS:

Parents are asked to inform the school office by telephone (after 8.15 a.m.) on the first day of absence due to sickness/hospitalisation. In the interest of children's safety, a call before 10.00 is requested and if the call is not received a phone call from the school will be made just to check. Parents are asked to explain to the member of staff what is the nature of their child's illness and the symptoms they have developed. On child's return to school confirmation in writing is required. If a letter is not received a computer generated letter will be sent out and the form at the bottom should be returned as soon as possible.

If parents are unsure about sending their child to school when they are sick they should ring the school (after 8.15 a.m.) and school staff may be able to advise on whether to keep their child at home or send them to school. We can also issue parents with a phone number for the School Nurse if further advice is required. The required paperwork for any such instances will be completed. (Appendix N).

In the case of hospitalisation if dates are known prior to admittance to hospital these should be reported in writing to the school office prior to date of admission and, if possible, length of absence anticipated.

If confirmation is not received in writing for sickness/hospitalisation by the end of each calendar month an unauthorised code will be recorded on the attendance register.

Persistent absence through sickness will require a doctor's note as confirmation and referral to the School Nurse may be made.



LD – Sep. '16 reviewed