



GRASVENOR AVENUE INFANT SCHOOL

Attendance

DATE RATIFIED: End Summer Term 2019

REVIEW DATE: End Summer Term 2020

Attendance Policy

Statement

“Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

DfE “School attendance Statutory guidance and departmental advice” August 2013

Aims

- To provide an ethos which places a high value on regular attendance and good punctuality.
- To ensure every pupil has access to the full time education to which they are entitled. Every child should come to school every day. They should only be absent for an unavoidable reason.
- To minimise the number of absences and late arrivals

How we achieve our aims:

- By ensuring that attendance registers are kept accurately.
- By following up all absences to:
 - Ascertain the reason;
 - Ensure the proper safeguarding action is taken, if necessary;
 - Identify whether the absence is approved or not; and,
 - Identify the correct code to use before entering it on to the school’s electronic register.
- By responding to absenteeism firmly, consistently and with care.
- Using a common sense approach in our decisions around authorising absence on a case by case basis and in conjunction with school data.
- By contacting parents directly or via our EWO (Educational Welfare Officer) when we are concerned about a pupil’s absences, and recording that contact.
- By using our Family Liaison Officer, supported by the schools EWO, to quickly identify, closely monitor and work with families who have absence and lateness issues.
- By ensuring that all parents/carers are aware of and familiar with our written school protocol regarding attendance, absence and lateness by publishing the policy on our school website and holding copy in the school office.
- By keeping all members of our school community fully informed regarding attendance by publishing weekly attendance figures in our school newsletter.

- Although absences will be considered on a case by case basis, holidays in term time will not be authorised and penalty notices will be issued where appropriate.
- All absence is deemed unauthorised without written evidence unless the school agrees authorisation. The onus is on parents to provide evidence.
- Persistent absence will result in a penalty notice being issued and possible court proceedings.
- Persistent absence is deemed to be attendance of less than 90% and once this percentage has been reached, all further absence must be recorded as unauthorised. Medical conditions may be exempt.
- Penalty notices will also apply to parents whose children have six unauthorised latenesses in any four week period.
- Diarrhoea and Vomiting must result in the child being absent from school for a full 48 hours from the end of last bout. As a school we are aware that there may not be written evidence for this. Regular bouts of D&V will not be authorised, unless the family is able to produce evidence of medical intervention.

School Attendance - Information for Parents

At Grasvenor Avenue Infant School, we adhere to government legislation regarding school attendance, this states that it is a legal requirement for children of statutory school age to attend school every day.

Being at school every day is vital for our children to gain the greatest benefit from their education. The 3 years which your children spend with us are so important in laying the foundations for learning, as what they learn here become the building blocks for their work in junior and secondary schools and future life. We therefore pay particular close attention to the attendance and punctuality of all our children throughout the academic year.

Punctuality:

The school day starts promptly when the school bells rings at 8.45 am.

- 10 minutes late a day = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.
- Coming in late causes disruption to the whole class and may cause embarrassment for your child.
- Your child will have missed the teacher's instructions for the learning for the first lesson.
- Please be aware that any lateness is noted in your child's attendance records. All instances of persistent lateness are referred to the Educational Welfare Office (EWO) who has a statutory responsibility under the Education Act 1996 to pursue non-school attendance.

Please remember:

Beginning of the school day:

- Children can come to breakfast club from 7.30 am at the cost of £3.50 per child per morning. Paid for in advance on ParentPay.
- Children can be dropped at breakfast club from 8.25am for Early Morning Activities at the cost of 50p per child per morning. Paid for in advance on ParentPay
- Registration is between 8:45am and 8.50 am - any child not in class when registration is taken will be marked as LATE. This becomes an unauthorised absence once registers are closed at 9am.
- If you are bringing your child to school late, you must accompany your child into school and report to the office where parents are required to sign the late book. We consider any child arriving late and unaccompanied to be a safeguarding issue.

End of the school day:

- School finishes at 3pm and children not attending After School Club or an Extra Curricular Club must be collected promptly at this time.
- If children, who are not booked into After School Club, are not collected at 3pm, parents will be telephoned. If parents cannot be reached, emergency contacts will be telephoned

and asked to collect the child. Children will be accommodated in ASC, at a cost of £5 per 15 minutes(or part thereof), until they are collected.

- It becomes a safeguarding concern, if there are several occasions on which a child is not collected at 3pm (and has not been pre-booked into ASC) and as such, the Designated Safeguarding Officers may make the decision to contact the **Multi Agency Safeguarding Hub (MASH)** for advice. This decision will be made on a case by case basis.
- Children attending After School Club **MUST** be booked in by 2pm each day. They will be collected from their classrooms by ASC staff and supervised by them until they are collected by a parent/carer.
- Non-cancellation of a pre-booked space at ASC that is not attended, will still be charged at the usual rate.
- ASC finishes promptly at 5.50pm, and all children must be collected by this time. If children have not been collected by 5:50pm, charges set out within the ASC policy will apply. ASC staff will continue to supervise them and will attempt to make contact with parents/carers. They will also contact the Co-Headteachers. If no contact can be made with parents or carers, this becomes a serious safeguarding concern and the Co-Headteachers will contact the MASH and if so advised, the Co-Headteachers will also contact the police.

Absence from school:

Parents have a legal duty to send their children to the school at which they are a registered pupil.

Only keep your child away from school if absolutely necessary and provide appropriate evidence to support any absence. It is recognised that there will be occasions where it will not be possible to obtain written evidence, for example when your child has sickness or diarrhoea and therefore **must** be absent from school for a **full 48 hours** from the last bout. A common sense approach will be used on these occasions and they will be looked at on a case by case basis in conjunction with previous attendance data. (Please see information on page 3 regarding D&V)

- Term dates are clearly stated in the newsletter and on the website. It is parents'/carer's responsibility to ensure that all holidays are taken during school holiday periods. All holidays taken during term time will be unauthorised. Penalty notices will be issued for holidays taken within term time.
- If a child is absent directly before or after a school holiday period and no contact is made this will be regarded as a safeguarding concern and the EWO and/or the Multi Agency Safeguarding Hub (MASH) may be contacted.
- If a child is absent directly before or after a school holiday period it will be deemed a 'holiday' absence, unless evidence is provided to the contrary, and may result in a penalty notice.
- It will be at the school's discretion whether absence is authorised or not.
- Inform school as early as possible on the first day of your child's absence, and by 8.50 am at the very latest.
- You can inform the school by:
 - Email before 8.50am office@grasvenoravenue.barnetmail.net

- Phoning at any time before 8.50am and leaving a message on our answer-phone. - [0208 449 6053](tel:02084496053)
- Phoning between 8.30 am & 8.50 am if you wish to speak directly to the office.
- Logging the absence by using your Studybugs accounts by 8:50am

Failure to contact the school using one of the above methods, by 8:50am on the day of your child's absence, will result in the absence being recorded as unauthorised in the register.

- Keep school informed using one of the above methods, if more than one day's absence is necessary.

If your child is absent from school and no contact has been made once the register has been taken we will take the following action:-

- Automatic unauthorised absence is given.
- If we cannot reach you we may inform the Educational Welfare Officer (EWO) as this is a safeguarding concern as the safeguarding of all our children is of paramount importance to us.
- The Family Liaison Officer (FLO)/Co-Headteachers will make an immediate home visit to deliver a letter requesting that the family make urgent contact with the school. In some situations, the EWO may make an immediate visit.

Our FLO closely monitors all instances of absence and lateness. Where there are concerns about attendance and punctuality verbal contact will be made with home. If these concerns persist:-

- School will write to the parents/carers.
- Parents may be invited to school to meet with the FLO and the Co-Headteachers.
- If absence and/or lateness continues, a meeting will be arranged between the EWO, school and parents.
- A formal referral will be made to the EWO to deal with any on-going issues which may lead to court action for persistent absence. (In line with the Educational Welfare Team's code of practice regarding Penalty Notices for School Attendance Issues)
- Persistent absence can be defined as when a child's attendance falls below 90%. Once a child's absence has been defined as 'persistent' all further absence will be recorded as unauthorised, in line with direction from the school's Educational Welfare Officer (EWO)

Medical and Dental appointments:

- We respectfully ask parents to make these appointments outside school hours or in the school holidays wherever possible.
- If it is necessary for your child to be out of school for this reason, please bring your child into school as normal if the appointment is after registration or return your child to school afterwards if time allows.
- We will ask to see a copy of your medical appointment card/letter/text.