



Attendance Policy

Rationale

'Our aim is to provide the best education and learning opportunities for all by providing quality teaching that will enable children to learn and achieve high standards.'

We have high expectations of our children's learning and if these are to be realised we need to establish high expectations of attendance and punctuality.

To achieve this we need to ensure that children know that they are valued and that school is a secure and inviting place to be. We also need to help parents understand the importance of regular attendance and that children need to arrive at school in time for the start of lessons.

We are ever mindful that low attendance affects children in many ways:

- Children miss out on opportunities to develop social skills.
- They may withdraw and have difficulties in forming good relationships with others – which may stay with them during later life
- Children can become unnecessarily worried about returning to school.
- Every lesson really does matter. Children may not be able to keep up with school work. In a busy school day it is difficult for a child to catch up.
- Low attendance at school is statistically linked to achieving low grades during National Curriculum Tests and (later in life) GCSE.
- Employers want to recruit people who are reliable. Children who have a poor school attendance record may have less chance of getting a good job.
- Research has shown that children who are not in school are most vulnerable and are easily drawn into crime.

Purpose

- To develop a safe secure environment in which children feel valued and comfortable and so will want to come to school.
- To communicate to parents the importance of regular school attendance and punctuality and help them understand that lost teaching time cannot be substituted with written exercises to complete at home.
- To support parents if their children are unsettled or unhappy at the start of the day and initiate strategies to support their children.
- To begin to develop the habit of regular attendance from the time the children arrive in nursery.
- To care for vulnerable children who are unsettled in school and may need additional support in tackling work and in developing relationships.



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- To ensure that systems are in place to monitor children's' attendance and take action to try to ensure that attendance is improved.
- To work with the LA to promote regular school attendance.

Guidelines

1. Children are absent from school for a variety of reasons, however the majority of school days are lost as a result of illness. A sick child needs to be at home where they are most comfortable. Sometimes when children are very young, parents are anxious and will keep their children at home with very minor ailments. It is often difficult for parents to make a decision about how ill their child is and whether they should be in school or not. Parents need to feel confident that if their child is unwell in school they will be well cared for. Teachers should always enlist the help of support staff and also inform the headteacher if a child is feeling unwell. Parents will be informed if there are real concerns.
2. Some children are particularly vulnerable and asked to stay at home, perhaps because work seems hard or friendships are difficult. We are aware that these children need support to help them with their difficulties. A member of support staff will be available to welcome them each day and to 'befriend' them through this difficult time. Teachers should be mindful that they should monitor children's work and behaviour to understand the child's difficulty.
3. Teachers should be aware that when children return to school after a prolonged absence they might feel uncomfortable and anxious. Their friendship group may have changed and they will have missed significant amounts of work. Action needs to be planned to help children feel welcome and integrate back into the class. They may also need a catch up programme of work.
4. Parents will want their children to do well in school, and to achieve this they have a duty to ensure that their children are in school each day. It is the school's duty to communicate this to parents. **'The parents of every child of compulsory school age (5-16) must ensure he/she receives efficient school time education suitable to: his/her ability and aptitude and to any special educational need she/she may have, either by regular attendance at school or otherwise'** (Section 7 of the Education Act 1996.)
 - The home/school agreement identifies that parents are responsible for their children's attendance but also acknowledges the school's role in supporting this.
 - The school brochure informs parents of the school policy.
 - The headteacher and teachers will discuss attendance issues with parents at parents meetings.
 - The school will raise issues about attendance in letters to parents.
5. Whilst attendance of children below compulsory school age (children in the nursery and some reception class children) cannot be legally enforced, we will work with parents to help them



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understand the importance of the Foundation Stage Curriculum and it's importance in teaching children the skills they will need if they are to succeed as they grow older.

6. Parents are asked to contact the school by phone, text or e mail on each day of their child's absence (unless special circumstances apply, the child is on holiday or the child has a more prolonged illness and has been advised to convalesce at home by their GP and the school are informed of this). The school follows the guidelines issued by the LA in deciding if an absence is authorised or unauthorised.
7. If a child is absent without any explanation parents will be contacted personally. If a satisfactory reason is given the absence will be recorded as authorised. If the absence is recorded as unauthorised the parent will be contacted by the headteacher to discuss the difficulties.
8. Parents are strongly discouraged from taking holidays during school time and are reminded of this when they ask for a holiday form.
9. The headteacher, office staff and LA Access and Attendance Officer will monitor the registers on a continual basis to identify trends in absenteeism and to identify children whose attendance is causing concern (attendance between 90-85% and lower than 85%).
10. When a child is absent persistently (attendance between 90-85%) a letter will be sent to parents to make them aware of the situation.
11. When school action fails to improve a child's attendance (attendance falls below 85%) a further letter will be issued and the matter will be referred to the school's Access and Attendance officer.
12. The headteacher and LA Access and Attendance Officer will contact parents to discuss any problems they may have.
13. The school bell rings at 9:10am each morning and registration begins at 9.15am. the registers will be closed at 9.25. Parents arriving at school after 9.25 will be asked to sign the book and record the time. The afternoon session begins at 1.15 (1.00 in the Foundation Stage) and registers close at 1.25pm (1.10 in the Foundation Stage).
14. Attendance data will be monitored by the headteacher to identify patterns and take action to improve attendance.