



Edith Kay  
Independent School

# Attendance and Punctuality Policy

This policy is reviewed annually to ensure compliance with current regulations.

<b>Approved / reviewed by:</b>	
Governors Panel	
<b>Date adopted:</b>	May 2017
<b>Reviewed:</b>	September 2022
<b>Date of next review:</b>	September 2023

## OVERVIEW

The school aims to ensure that all pupils attend regularly so that they are able to take full advantage of the educational opportunities available to them. Unauthorised absence is discouraged as it leads to educational disadvantage and may place children at risk.

### Parents

Parents have a legal duty to send their children to school regularly and risk prosecution by their Local Authority if they fail in this duty. Only **the school**, within the context of the law, can approve absence, not parents.

- on the first day of a pupil's absence from school, parents or carers are expected to contact the school office, by telephone, giving a reason for the absence and a date when their child is expected to return to school. If parents aren't able to ring, the school will contact them directly;
- on a pupil's return to school parents should provide an email to explain the absence;
- parents should attempt to arrange appointments for their children outside school time whenever possible;
- when the appointment is local, the pupil will be expected to attend school before and/or after the appointment;
- parents should understand that it is not a good idea to take a family holiday during school time. However, if they do, they should be advised that holidays of longer than two weeks will be recorded as unauthorised absence;
- parents should write asking for permission for time off school, prior to the event;

### Pupils

Strategies/Procedures:

Each pupil should make every effort to attend school regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.

All pupils should ensure that they are in school by 9.00am for briefing and formal lessons by 9.30am

Pupils must also attend all timetabled lessons punctually and not leave school without permission from the Head Teacher. Pupils who knowingly avoid going to lesson will be monitored accordingly, supported and their parents/carers will be informed.

The Head Teacher and Administrator are responsible for recording attendance at the start of each morning and at the end of each afternoon session and for recording reasons for absence. The register should be marked at 9.30am unless otherwise instructed.

Registers are legal document and must be marked clearly and accurately. No pupil should mark a register. All entries must be made in ink and in such a manner that the original entries and any corrections are distinguishable. Use an oblique stroke in black or blue to record presence and a 0 to record absence. The following symbols should be used to indicate authorised absence in each absence circle upon receipt of authorisation:

- B* Receiving education offsite
- C* Other circumstances (to be specified in space provided at the end of the week)
- D* Dual registration
- E* Excluded for a fixed or indefinite time
- F* Extended family holiday ( agreed)
- G* Family holiday not agreed
- H* Family holiday agreed
- I* Illness not medical or dental

<i>J</i>	<i>Interview</i>
<i>L</i>	<i>Arrived Late before register closed</i>
<i>M</i>	<i>Medical/dental</i>
<i>N</i>	<i>No reason provided for absence yet</i>
<i>O</i>	<i>Absent without authorisation</i>
<i>P</i>	<i>Approved sporting activity</i>
<i>R</i>	<i>Day of religious observance</i>
<i>S</i>	<i>Study Leave</i>
<i>T</i>	<i>Traveller absence</i>
<i>U</i>	<i>Late after registers close</i>
<i>V</i>	<i>Educational Visit</i>
<i>W</i>	<i>Work Experience</i>
<i>X</i>	<i>Non compulsory school age absence</i>
<i>Y</i>	<i>Unable to attend due to exceptional circumstances</i>
<i>Z</i>	<i>Not on the attendance register</i>
<i>#</i>	<i>School closed to pupils</i>

Other authorised absences for example may include the death of a close relative or taking part in a licensed performance where leave will be granted at the discretion of the Head Teacher.

The school will generally consider the following reasons to be unauthorised absence:

minding the house, looking after siblings, shopping, caring for parents and birthdays.

On receipt of an email explaining an absence, the administrator will acknowledge it and share it with the Head Teacher and file accordingly. In addition, the administrator is responsible for:

- Informing the Head Teacher on the first day of a pupil's absence so that a reason for the absence can be established
- Sending home a reminder when a pupil returns to school without an absence explanation
- Informing Head Teacher when an absence explanation hasn't been received, a day after returning to school
- Informing the Head Teacher of any frequent absences
- On receipt of telephone messages concerning an absent pupil, give a written copy to/ or email the Head Teacher.
- Check registers daily for absences, telephoning parents when an absence hasn't been accounted for.
- Telephone parents on the first day of unauthorised absence as soon as possible (note in register)
- Where no contact can be made with parents inform the Head Teacher who will:

Attempt to make contact with the parents

File absence notes

### **Head Teacher**

Check registers weekly for overview of attendance problems and to check that staff are monitoring pupil attendance.

Discuss attendance problems with Director of Education at least weekly to share information

Where attendance is a cause for concern take relevant action e.g. telephone parents to discuss problem or write if unable to communicate by telephone. If attendance does not improve, request parents attend school for a meeting with the Head Teacher, tutor and pupil. Inform the Director of Education and in turn the, LA where appropriate.

Will organise letters to parents of pupils whose attendance is unsatisfactory (below 90%) subject to reasonable adjustments e.g. each pupil's Education Health Plan.

Will follow up parental queries and those from whom no email/phone call is received.

When truancy is discovered Headteacher will:

Discuss the reasons with the pupil offering learning support etc if necessary

Place the pupil on monitor watch for two weeks

Inform the parents the same day

Inform the tutor

### **Academic Staff, Mentors and Therapists**

Follow up suspicious absences by checking the register, informing admin and Head Teacher of any discrepancies immediately. Query persistent or request absences with tutor to ensure that it is not selective truancy.

Support pupils who have been absent in making up missed work; have a positive attitude to returnees.

Headteacher to monitor attendance by way of regular meetings with SenCo.

### **Punctuality**

The school recognises its responsibility to encourage and expect punctuality from all pupils. This includes arrival at registrations, lessons and other appointments made with staff. A pupil arriving late may disrupt not only their own continuity of learning but also that of others. All pupils and parents will be clearly informed of expectations regarding punctuality.

Parents have a duty to ensure that their child leaves home with enough time to arrive at school punctually. If parents know, in advance, that their child will be arriving late to school, they should provide a note of explanation.

Pupils are late if they are not in school by 9.30am ready for lesson. Pupils who know that they will be arriving at school late should provide an explanation whenever possible or contact the school.

A pupil arriving after 9.30am will be regarded as late and the school will work with parents to make punctuality a target for pupil progress.

Pupils may be asked to stay back at school if they struggle to improve their punctuality but it will be in keeping with their EHCP and any reasonable adjustments in place.

If a pupil has difficulty arriving at school on time due to unavoidable home circumstances, they should discuss the problem with their mentor, SENCo, Assistant Head Teacher or Head Teacher

#### **Admin**

- Will mark a pupil absent without authorisation if they have not arrived at registration by 12.00 p.m.
- Will query any late arrivals with pupils, asking for a reason. If there is a problem, admin will inform the Head Teacher.
- Should keep a check on lateness and liaise with the Head Teacher to ensure that any pupil who is late once a week, on a regular basis, is placed on monitor watch with consideration for staying back for 30 minutes after school

#### **Head Teacher**

- Will deal with individual cases of poor punctuality as appropriate.

#### **Subject Teachers**

- Will record the late arrival of pupils in their subject registers
- Will record late arrival in pupils' homework diaries
- Should ensure that those arriving late make up the time and copy up missed work.

## **ATTENDANCE AND PUNCTUALITY**

Head Teacher

- Will check registers weekly, noting pupils who are arriving late
- Will organise an email/ phone call to parents informing them of their child's lateness
- Will follow up the lateness problems of any pupils referred by admin and staff, taking appropriate action e.g. formal meeting with pupil to discuss reasons for lateness, followed by liaison with parents (if it seems to be the result of home circumstances) as appropriate.

The Head Teacher overall will monitor lateness.

**Proprietor** : Dayo Adeagbo

**Head Teacher** : Karen Dwyer-Burchill