



Chantlers

Primary School

A World of Possibilities

Chantlers Primary School Attendance Policy and Procedures

Approved by:	The Headteacher	Date: September 2023
Last reviewed on:	September 2024	
Next review due by:	September 2024	

1. School Opening Hours

- School opens at 8.30am
- Morning registration is 8.45am
- Afternoon registration is at 1:15pm
- One day counts as two sessions
- School ends at 3.15pm

Did you know?

- That being 5 minutes late every day adds up to 3 days lost each year.
- That being 15 minutes late each day is the same as missing two weeks of lessons.
- Lateness disrupts whole class learning, impacts social skills and could also lead to a Fixed Penalty Notice for parents as late arrivals after registers close, are required to be marked with a 'U' code.
- Every day of school missed by a pupil reduces their attendance by 0.5% over the school year.
- If your child has 95% attendance they have missed ten whole days, and two weeks of lessons.
- At 90% attendance and below your child is considered to be 'Persistently Absent' from school which may mean a meeting with the Head Teacher to discuss a parenting contract. Unauthorised absence may result in the issuing of Fixed Penalty notices by The Local Authority.
- Nationally, at the end of KS2 pupils not meeting the expected standard has an overall absence rate of 4.7% compared to 2.7% for those meeting the higher standard.

Guide to Chantlers School Attendance

Chantlers is committed to working with parents to maximise the achievement of all our pupils. Research shows there is a clear link between good attendance and educational achievement. At our school, we support parents in their responsibility under The Education Act 1996 to ensure regular attendance and good punctuality.

We aim to:

- Safeguard children by making every effort to ascertain their whereabouts if they are absent from school and by making appropriate referrals where necessary.
- Closely monitor and track children's attendance and punctuality.
- Work with parents to prevent children from becoming classed as Persistently Absent from school with attendance at 90% or below.
- Support families by liaising with outside agencies as required.
- Encourage children to recognise the importance of developing habits of punctuality and good attendance.

What can you expect of us?

- The active promotion of good attendance and punctuality.
- Regular, efficient and accurate recording and monitoring of attendance and punctuality.
- First-day contact with parents/carers if a child is absent without notification. If we are unable to make contact a home visit may be felt to be necessary.
- In circumstances where the school has concern for a child's whereabouts or wellbeing, contact will be made with Children's Social Care and/or The Police.
- Close liaison with other schools and our Local Authority School Attendance Teams.
- Support with issues which may affect attendance /punctuality including signposting to support services.
- Provision of before-school Chilling Club.

What do you need to do?

- Encourage your child to attend school and proactively work with the school to remove any barriers to attendance.
- Contact school on the 1st day of absence, before registration at 8.45 am. For safeguarding reasons we cannot accept notification from a third party, the contact must be from a parent /carer directly.
- Keep the school informed daily, throughout any period of absence.
- Ensure your child arrives on time for registration at 8.45am when the school gates will be closed. Children arriving after this time should buzz into the office to be admitted to the school grounds, parents are required to wait with them to ensure they do so safely. Late arrivals will be marked as 'L' in the register or a 'U' for attendance after registers close.
- Inform the school promptly of any problems which may affect attendance.
- Whenever possible, make appointments outside of school time.
- Inform the school, provide evidence and seek authorisation for any appointments which are essential during school time. If your child is in school for registration their attendance will not be adversely affected.
- If you are too unwell to accompany your child to school make an alternative arrangement.
- Head Teachers are not allowed to authorise leave in term time except in exceptional circumstances. Requests for any leave should be made to Mr Barlow in writing using the Chantlers online request form. You should be aware that requests may require a meeting with the Head Teacher. Unauthorised / non-requested leave will be likely to result in a Penalty Notice from the Local Authority under Section 23 of the Anti-Social Behaviour Act 2003 or may mean that parents/guardians may face legal action under Section 444 (1) of the Education Act 1996.

Incentives for Good Attendance

School offers incentives to promote and recognise good attendance.

These include:

- 1) 100% Bronze, Silver and Gold attendance certificates are awarded each term.
- 2) A reward for 100% attendance all year.
- 3) An extra 5 minutes of playtime for the class with the highest percentage of attendance each week, which is celebrated in the weekly well-done assembly.

Improving Children's Attendance & Punctuality

If a child's attendance or punctuality is causing concern it will be monitored by the Pastoral Manager, Mrs Martin.

Other strategies for supporting good attendance and punctuality include:

- First day of absence calling if we are unable to contact parents a home visit may be felt to be necessary to check on the child's wellbeing. If contact is not possible school may raise a safeguarding concern with Children's Services.
- Attendance Letters and meetings with parents /carers and the Head Teacher
- Early Bird phone calls, meetings and visits by the Local Authority School Attendance team
- In extreme cases of poor attendance and punctuality Penalty Notices and Parenting, Contracts will be issued by the Local Authority Attendance Team.
- Parents will be kept informed when their child's attendance or punctuality becomes a concern.
- Late Gates conducted by the Senior Leadership Team.

For further information about attendance issues please speak to Mr Barlow or Mrs Martin.

Authorising Absence

The school will authorise absence(s) for:

- Illness, if notified on the first day by a parent/carer and the school is kept informed daily. In some circumstances for illness up to 3 days, an NHS self-certification certificate may be requested, and for absences over this supporting medical evidence may be required.
- Medical appointments are notified in advance and supported with a letter or appointment card.
- Approved off-site educational, organised sporting events or taking part in licenced performance activities.
- Up to one day for religious observance, if requested in advance.
- A local or national emergency which prevents pupils from attending school.
- Planned whole or part school closure.

Absences will not be authorised if:

- No explanation for the absence has been received from the parent/carer.
- The school is not satisfied with the explanation which has been given.
- The child is absent for their birthday.
- The child is absent for weather reasons, which have not prevented the school from opening.
- The child is on holiday without permission or permission has not been sought.
- When documentary evidence has been requested but is not provided.
- The request for authorisation for an absence is made retrospectively.