



Meadowhead Community Infant School and Nursery

MEADOWHEAD INFANT & JUNIOR SCHOOLS ATTENDANCE & PUNCTUALITY POLICY

Aims

Improving school attendance is a key aim of the EVERY CHILD MATTERS agenda and it is a priority we share here at Meadowhead Infant and Junior Schools. There is a strong link between absence and attainment. Any absence affects the pattern of a child's schooling. Regular absence seriously affects a child's learning. Good attendance and punctuality will increase the chances of a child achieving their full potential in school.

The Education Act 1996 states, "if any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

At Meadowhead we will:

- work with pupils and their families to ensure each pupil attends school regularly and punctually
- acknowledge the efforts of pupils and parents who ensure good attendance and punctuality
- challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality
- maintain an effective and efficient system of communication with pupils, parents and appropriate agencies to assist in improving attendance and punctuality
- maintain an effective and efficient system of gathering, monitoring and analysing attendance related data
- continue to ensure that good attendance and punctuality is a priority for pupils, parents, staff and governors.

Roles & Responsibilities

Achieving good attendance and punctuality is everybody's responsibility – parents, pupils and staff.

Parents have a responsibility to:

- ensure that their child is educated
- ensure that their child attends school every day that school is open
- ensure that their child attends school on time every day that school is open
- notify school if their child is unwell and unable to attend school

Absences for any reason other than illness may be recorded as unauthorised. This is decided by the Headteacher. Medical appointments should be made outside of school hours wherever possible. Medical appointments will only be authorised on the production of an appointment card. If school are not given a reason for an absence, this will be recorded as unauthorised. Persistent unauthorised absences are referred to the Inclusion Support Team and may lead to penalty notices being issued to parents.

When children are late for school or are collected early from school, a late/early book must be completed, stating the reason.

Schools are no longer allowed to give authorised permission for family holidays during term-time, unless there are “exceptional circumstances”. If children are taken on holiday during term-time, the Headteacher is required to apply to the Local Authority Senior Inclusion Officer with a request to issue pupil’s parents with an education Penalty Notice. Each parent is liable for the attendance offence.

Schools have a responsibility to:

- keep an attendance register at the beginning of the morning and afternoon sessions
- inform the Inclusion Support Team of pupils who are persistently absent, have a high level of unauthorised absences or who have been absent for longer than 2 weeks without reason
- work collaboratively with parents, pupils, governors and other agencies to promote good attendance and punctuality.

The Pupil Wellbeing Co-ordinators

- have responsibility for monitoring attendance and punctuality at Meadowhead Infants and Juniors.
- will work with pupils, families and other agencies to improve attendance and punctuality
- will make referrals to the Inclusion Support Team where appropriate

**Headteachers: Mr James Waddington(Infant School)
 Mrs Allison Chadwick (Junior School)**

- will consider holiday requests in line with this policy
- will decide whether absences for reasons other than illness can be authorised

Procedures

- Unusual or repetitive absences (e.g. repeated odd days off for medical appointments, absence due to not having shoes/uniform etc) should be discussed with the Headteacher.
- In the first instance parents will be called to find out reasons for the absence.
- Text messages are sent to parents of children whose absence has not been reported
- Persistent absentees are noted by a member of the admin office, as are families who cannot repeatedly be contacted regarding absences and then referred to the Headteacher/Pupil Well-Being Co-ordinator.
- Staff will notify either the Headteacher or Pupil Wellbeing Co-ordinator if they become concerned about a child’s attendance.
- Pupil Wellbeing Co-ordinators, the Infant School Office Manager, Junior School Attendance Officer and Headteachers will monitor attendance of their school, weekly.
- Letters offering support are sent home to parents – see appendix
- All children with attendance under 90% are monitored and reasons for absence are investigated.
- Children who are persistently late and/or with attendance under 90%, who are “persistent absentees”, with 8 unauthorised absences will be targeted to improve their attendance and the Inclusion Officer informed. Parents will be contacted and

invited to attend an attendance planning meeting in school, to set targets to improve attendance and/or punctuality. This could ultimately lead to statutory action including potential fines.

- Children who show patterns of absenteeism, e.g. regularly off on Fridays, are also noted and monitored. Reasons for these absences will be investigated and parents will be contacted.
- Looked After Children's attendance is closely monitored
- Registration at the Infant school starts at 8:45 and ends at 8:55. Any child arriving after 8:55 will receive an 'L' mark
- Registration at the Junior school starts at 8.50am and ends at 9am. Any child arriving after 9am will receive an "L" mark.
- Children arriving after 9:30am will receive an 'U' mark unless evidence is provided otherwise.

Collection at the end of the school day

INFANTS - School ends at 3.10pm and children should be collected promptly at this time. Parents have a duty to inform school if they are running late or if someone other than themselves is collecting their child. Children will remain in class until 3.20pm after which time they will be taken to the school office

JUNIORS – It is important that school know if pupils are to be collected by a parent, another responsible adult or are to make their own way home (Parents are then requested to complete the "Walking to / from school" policy) . If these circumstances change it is important that school is kept informed. Parents have a duty to inform school if they are running late or if someone other than themselves is collecting their child.

It is vital that school have up to date phone numbers for parents and that mobile phones are switched on during school hours.

If a child is not collected at the end of the school day or activity and parents/carers cannot be contacted, Children's Social Care will be contacted and arrangements will be made to take the child to a place of safety (e.g. Children's Centre). This follows the Blackburn with Darwen agreed "Protocol for safeguarding children not collected from school at the end of the school day or school activity."

Rewards & Incentives

INFANTS

- A weekly trophy is presented to the class with the best attendance
- Termly bronze (98%) silver (99%) and Gold (100%) attendance is rewarded.
- At the end of the school year, Bronze (96-97%), Silver (98-99%) and Gold (100%) attendance awards are presented.
- Every child who has been at school every day that week gets a Golden Ticket and entered into a raffle to win a small prize.
- Hotspot Rewards – any child in attendance on all 10 hotspot days that term will be entered into a raffle to win a £50 Asda voucher.

JUNIORS

- A termly prize is presented to the class with the best attendance; this competition is celebrated each Friday during assembly
- Termly 100% attendance is rewarded.
- A prize for 100% attendance is given at the end of the school year.

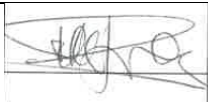

- At the end of the school year, Bronze (95-97%), Silver (98-99%) and Gold (100%) attendance awards are presented.
- Dojo Shop – children earn 2 points a day for being in school (1 point) and on time (1 point.) These points can be exchanged for prizes.
- Hotspot Rewards – any child in attendance on all 10 hotspot days that term will be entered into a raffle to win a £50 Asda voucher.

Any child who achieves 100% attendance for their time at that school (3 years at Infant School/ 4 years at Junior School) will be eligible for an individual prize.

Both schools also reward pupils whose attendance or punctuality has greatly improved.

Children Missing Education (CME)

Where a pupil has been absent for ten consecutive school days or more without contact, or where the school has good reason to believe the family has moved out of the Blackburn with Darwen area, a CME report will be made to the Local Authority. The Local Authority will advise when the child should be removed from the school's roll.

Adopted/Ratified:	June 2023
Review Frequency:	1 Year
Review Date	June 2024
Signed (Chair of Governors of Infant School)	
Signed (Headteacher of Infant School)	
Signed (Chair of Governors of Junior School)	
Signed (Headteacher of Junior School)	