



CLARENDON PRIMARY SCHOOL

ATTENDANCE AND TRUANCY POLICY

At Clarendon Primary School we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Clarendon Primary School is a safe and happy school. Children learn best when they are happy and relaxed and feel safe. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences school places great emphasis on this in its communication with parents.

The school day commence at 8.40am with the register being closed at 8.50am.

Communication

Information on lateness, illness and absence is given to parents in the School Prospectus. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

At the pre-school induction & meet the teacher meetings, held each year for all children, the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left.

Parents are asked to share any worries their child might have in school. Sometimes little things upset children which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with a senior member of staff or the Learning Mentor. At this meeting the importance of regular attendance is always highlighted along with other school routines.

Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent. This can be done by telephone or via the school app. A note is made of these and they are passed onto our Admin Assistant who is responsible for inputting them onto the electronic registers. All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the Learning Mentor contacts the parent/guardian, this is done on the first day of the absence and often on subsequent days.

If a child has to be taken out of school during the day for any reason eg. Doctors then parents are asked to notify the Office and sign the child out on the Inventory system. The child should be signed in on their return.

Late collection of children at hometime

Repeated failure to collect children from school on time is a form of neglect. Children **must** be collected at 3:30pm prompt each day. School gates open at 3:20pm for parents/carers to wait at their child's allocated collection point. If parents/carers are unable to collect their child on time, they should arrange for another appropriate adult to collect their child as long as this adult knows the set password, and inform the school beforehand.

If a child is not collected on time they will be looked after by their teacher / member of the Admin team until their parent/carer arrives. School's inventory system will be used to keep an electronic log of those children who are collected late and the time when they are collected. The following penalties will incur for parents/carers of children who are persistently collected late.

Incident	Penalty
First occasion	Warning issued by teacher/Office staff.
Second occasion	Warning issued by Deputy Headteacher/ Learning Mentor
Third occasion	Warning letter issued by Headteacher
Fourth occasion	Charge incurred (see below)

Charges

End of School = 3:30pm	3:35pm to 3:45pm	3:45pm to 3:55pm	3:55pm to 4:05pm	4:05pm to 4:15pm	4:15pm to 4:25pm	4:25pm to 4:35pm	4:35pm+
	£5 charge	£5 charge	£5 charge	£5 charge	£5 charge	£5 charge	£5 charge every 5 minutes
For every 10 minute window entered into an additional £5 will be added to the charge. If the time exceeds 4.35pm the rate will increase to £1 per minute. As an example, if a child was collected at 3:52pm then the total charge would be £10; if a child was collected late at 4:31pm then the total charge would be £30;							

Holidays

Due to an amendment to The Education (Pupil Registration) (England) Regulations 2006 headteachers are no longer able to authorise absences from school for holidays, extended leave etc. The headteacher will not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances are not:

- Relatives coming to stay
- Cheaper holidays
- Family day trips
- Visiting family/friends abroad – who are poorly
- Shopping
- Birthday treats

Any unauthorised leave of absence which is more than 10 sessions (5 days) will trigger a penalty notice. The penalty notice will be issued to each parent for each child. Children who have more than 20 days of unauthorised absence will be recorded as 'Missing from Education' and will lose their place in school (the place will be offered to another child on the waiting list).

Concerns

Mrs Cairns oversees all attendance issues in school & works alongside Mrs Stone, who will often work with families regarding attendance concerns.

An attendance register is kept in each class and children are marked present or absent at the beginning of each morning and afternoon session.

If a child is regularly late for school (late arrivals are recorded in the relevant section of the children's records kept in the school office) or is often absent then the Learning Mentor contacts the parent concerned to have an informal discussion about this. If this persists the following procedure is followed:

- Attendance record printed from the school system.
- Letter issued to parent/guardian highlighting concern and a meeting arranged with Mrs Claire Cairns, Deputy Headteacher.
- Finally If there is no improvement the Early Intervention Officer is contacted who visits the parent/guardian.

The Learning Mentor keeps a record of all contact made with parents regarding attendance. This information is kept on CPOMS & SIMS.

Attendance is looked at regularly and patterns of absence worked out. Once a child has reached 8 unauthorised sessions (the morning and afternoon are separate sessions) of absence, school will issue a warning notice. If the child is then absent for a further two sessions (10 in total) a Penalty Notice will be given.

Truancy

All the staff at school are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is almost unknown for a child to truant, if there is a concern that a child might be truanting then action should be taken straight away.

If truancy is suspected, the Headteacher is notified, who then contacts the parent, either by phone, or by home visiting if possible, and the Early Intervention Officer. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Learning Mentor / Senior member of staff talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

Policy reviewed : Autumn 2022