



Woodgrange Infant School

Learning and growing together

Attendance and Punctuality Policy

Mission Statement

We aim to create a happy and secure atmosphere in which each child is respected as an individual beginning to take her or his place within the wider society. We are fortunate in having children of many cultures attending our school so that from a very early age they are learning to live together and are helping to create a more harmonious society.

Attendance and Punctuation Policy

Children should attend school every day unless they are unwell.

We will work in partnerships with parents, carers, our family support worker and the Attendance management Service (AMS) to ensure good rates of attendance.

Parents will be informed of our attendance procedures during induction meetings.

We value punctuality as it gives a calm and harmonious start to the day for all children..

Promoting attendance and punctuality

To encourage children to come to school we will:

Create a stimulating and welcoming environment where children feel safe and valued.

Support children through settling in to our school.

Celebrate good attendance through a weekly attendance assembly.

Celebrate 100% attendance and award certificates at assemblies.

Penalty Notices

Where other efforts to improve attendance and punctuality have failed and a child has persistent lateness or attendance of less than 85% within a half term period we will consider issuing a penalty notice (fine). This is issued by LB of Newham.

Monitoring and recording attendance and punctuality

We proactively monitor attendance.

Parents are encouraged to call school to inform us if their child is absent and/or to provide a written reason upon their return. All absences are monitored.

If we do not hear from a family we will ring them to ascertain the reason for an absence.

Where we have ongoing concerns and have tried to work with a family to improve attendance we will make a referral to the AMS.

Parents are asked to provide reasons for absences. If no reason is given within a reasonable timescale the absence is recorded as unauthorised. We will be sensible and reasonable in deciding if an absence is authorised or not. As a rule all absences due to the child's illness are authorised.

Our monitoring of attendance and punctuality forms an integral part of our safeguarding procedures.

Attendance and punctuality figures are reported to parents in writing at the end of the school year.

Late arrivals

If a child arrives after 9.10 when the classroom doors are closed they will enter school through the main door and be registered in the office. They will be welcomed into class as normal.

Late collections.

At 3.45 classroom staff bring children to Reception where a call will be made to parents to clarify arrangements for collection. A member of senior staff will supervise the children until they are

collected. Reasons for late collections are recorded in the "Late Book" to monitor possible patterns.

If a child is persistently late in arriving or being collected staff will discuss the situation with the Attendance officer and Headteacher and together decide on a course of action.

Extended absence during term time

Woodgrange Governing Body recognise the importance of regular attendance in enabling pupils to make good progress and will encourage the school to take all necessary steps to maintain and improve attendance. However the multi-ethnic nature of the school population means that there are a number of requests each term from families wishing to make extended visits to their country of origin.

The Governing Body feels that these visits differ materially from the other 'unauthorised absences' in that they can play a very valuable part in the child's social and emotional development, and, with the school's support, offer an educational opportunity.

The school is taking a number of steps to encourage parents to make visits during school holidays but there will still be a number of families who apply to the Headteacher for permission to take their child out of school in term time.

The final decision to authorise an absence will always be at the discretion of the Headteacher, but the criteria set out below offer guidance as to the factors which should be taken into account. Decisions are likely to vary according to individual circumstances so it is hoped that by sharing these criteria with parents, families will feel that a fair decision has been made in their case.

- The reason for request
- The length of time lost to learning
- The pupil's attendance record
- Time of year of the absence (e.g. attendance at beginning of Autumn term more crucial than end of Summer term)
- The number of previous visits made
- The pupil's academic and social progress

Penalty Notices

We will consider issuing a penalty notice where:

- A family takes holiday during term time without first obtaining the school's agreement
- If a family does not return from a holiday on the agreed date