



Woodgrange Infant School

Attendance and Punctuality Policy

We recognise that School Attendance has a key role to play in safeguarding children and promoting good educational outcomes.

Principles

Children should attend school every day unless they are unwell.

We will work in partnerships with parents, staff, our family support worker and the Local Authority Services to ensure good rates of attendance and to keep persistent absence as low as possible.

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 and ensures children do not miss learning.

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 into our school.

Monitoring and recording attendance and punctuality

We proactively monitor attendance. We have a named member of staff who leads on attendance. She forms a key part of our safeguarding team so we can triangulate all information needed to ensure all children are safe from harm.

Parents are required to inform school if their child is absent

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

Parents are asked to provide reasons for absences. If no reason is given the absence is recorded as unauthorised.

As a rule, all absences due to the child's illness are authorised unless absence is persistent without compelling medical reasons.

Attendance figures are reported to the Governing Board each term.

Individual attendance figures are reported to parents in writing at the end of the school year.

Lateness

If a child arrives after 9.05 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.

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 Infant School's Governing Board 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.

Holidays in term time are not authorised unless in exceptional circumstances, although we understand that many of our families have overseas connections they wish to maintain and such trips make a significant contribution to a child's personal, social and cultural development and can be a worthwhile educational experience.

Where a child has persistent absence or attendance below 90% the school will consider issuing a penalty Notice.

In considering requests the Headteacher and attendance staff also consider if the intended absence presents a risk to the safety or well-being of the child. If so an urgent referral to CYPS will be made.

If a child does not return on the expected date all efforts will be made to establish contact with the family and their emergency contacts.

CME processes will be initiated after 2 weeks if contact is not made.

Reviewed September 2023

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