



Tuel Lane Infant School

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Tel: 01422 831221

## Attendance Policy 2017

### Aims

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the school.

Every child or young person is entitled to an education. Parents who do not ensure their children receive an appropriate education put their future at risk. Being absent from school means a lost learning opportunity. Let's get it right from the start.

### Pupil's attendance

Children are expected to attend school for the full 190 days of the academic year unless there are good reasons for absences.

There are two types of absences. Authorised (where the school approves the absence) and unauthorised (where the school does not approve the absence).

### Authorised Absence

Accepted reasons for authorised absence include:

- Illness, the school must be notified of the reason.
- Medical/dental appointments (with prior written notice and a copy of the appointment letter or card)
- Family bereavement
- Days off in exceptional circumstances authorised by the Head Teacher.

All absence requests must be put in writing. A request form is available from the office.

### Holidays in Term Time

**As a result of changes to the attendance regulations introduced by the Department for Education from September 2013:**

*'Head teachers will no longer be able to grant pupils a leave of absence for the purpose of a family holiday during term time'.*

*Such absences will be recorded as unauthorised.*

### Notifying the school of a child's absence

If a child is unwell and cannot attend school the Parent or Carer is expected to inform the school office between 8.30am and 9am on the first day of absence. This can be done by telephone 01422 831221 or email: [admin@tuellane.calderdale.sch.uk](mailto:admin@tuellane.calderdale.sch.uk)

If no communication is received the Parent or Carer will be contacted by the School Administrator by telephone. We will encourage you to come late or in time for the afternoon session wherever possible.

Where there is no response after 5 days the child will be classed as missing from education and the Education Welfare Service will be contacted. He/She will attempt to make contact with the Parent/Carer on behalf of the school.

### Looked after Children

Education Welfare will be informed on day 3, day 10 and day 25 of a looked after child's absence.

### Unauthorised Absence

Reasons when an absence will be unauthorised include:

- Late arrivals after the registers have closed at 9.30am (unless a valid reason has been given in advance to the school.)
- Holidays not authorised by the Head Teacher / Governing Body
- Days off for any reason not authorised by the Head Teacher / Governing Body e.g. birthdays, shopping, days out etc)
- When a Parent or Carer has not contacted the school to let them know why the pupil is not in school.

### Holidays

Time off for holiday leave is not a right and will only be approved in very extra-ordinary circumstances as follows;

- Service personnel and other employees who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the education of the pupil.
- When a family needs to spend time together to support each other during or after family crisis.

The Government recommend that holidays taken for the following reasons should not be authorised;

- Availability of cheap holidays
- When a child's attendance has fallen below the government's target

#### Persistence Absentees.

The government expects every pupil to attain at least 95% attendance per academic year and this is our minimum target. Attendance levels will be monitored regularly. If child's attendance drops below 90% then the parents/carers may be invited to school for an informal meeting about their child's attendance.

If a pupil's attendance drops below 90% then the school will write to the Parent/Carer informing them that if the child's attendance does not improve within a given period they will be asked in for a meeting and then a referral to the Education Welfare Service will be made.

#### Lateness

The school doors are opened at 8.50am and registration is at 9.00am. Any Parent or Carer arriving after this time must bring their child through the main entrance and speak to office staff. The reason for their lateness must be recorded. The child will receive an L (late code) in the register unless they have had an appointment of which the school is aware.

Any child late after 10am must be brought in through the main entrance and be registered in the office. A reason for the lateness must be recorded and a U (unauthorised code) will be recorded in the register unless they have had an appointment of which the school is aware.

Persistent lateness will be monitored and the Parent or Carer will receive a letter after 3 lates over a term informing them that unless punctuality improves they may be referred to the Education Welfare Service.

School ends at 3.15pm.

Any child who has not been collected by 3.30pm will be brought by a member of staff to the entrance foyer, where they will be supervised by a nominated member of staff until the Parents or Carers come to the front door to collect them.

A child may only be collected by a named adult who is listed on the child's contact sheet or by a named adult that the Parent or Carer has informed the school will be collecting that child on said day. School will not normally authorise anyone under the age of 16 to collect children. Parents and Carers should contact the school if this may be a difficulty for them.

If a child is being collected before 3.15pm you must inform the school prior to collection giving the reason for the early collection.

The Parent or Carer will be expected to inform the school if they are going to be late picking up a child. Any Parent/Carer who is persistently late picking up their child will receive a letter inviting them to a meeting to explain the reason their child is late being picked up and to explore how this can be alleviated.

School may inform Care Services if a child is left at the end of the day and no contact can be made with the parents.

#### Monitoring

Good attendance will be encouraged by:

- Accurate completion of registers
- Weekly recording of marks in SIMS
- Weekly analysis- looking for patterns/ trends/ recurring lates/absences.
- Regular meetings with the Education Welfare Service to highlight families whose attendance is causing concern.
- Regular contact with Parents and Carers whose children's attendance is a cause for concern.
- Attendance targets, guidance and a policy summary clearly displayed on notice boards. Termly percentages reported to parents via newsletters.
- Termly reporting to the Curriculum and Pupil Support Committee of the Governing Body
- New families joining school will be made aware of the importance of regular attendance via induction materials.

#### Appendix I

Notice to parents:

#### **Attendance and Punctuality**

If your child's attendance drops below **95%** we will write and let you know.

Obviously, we accept that genuine illness and unavoidable family events will mean that children are absent from time to time.

If your child is going to be absent please contact school immediately to explain why.

If you need time off from school for unavoidable events or holiday, call in and see me.

**If your child's attendance is consistently good, he/she will be happier in school and achieve more. That's a proven fact.**

### A quick guide

#### **95%-100%**

Good attendance.

You are showing real commitment to your child's education.

#### **90%-95%**

Your child has missed quite a lot of school time.

Occasional days off add up.

They may have missed some key learning which may hinder progress.

They may have missed special events that make school fun.

#### **Below 90%**

Your child is missing significant amounts of school time and

Their learning and behaviour may well be affected. They may not feel settled in school because they cannot get used to routines or make good, lasting friendships with other children.

School must inform our Education Welfare Officer.

### Punctuality (Lates)

If your child arrives late they may miss important learning such as the instructions for the day or their phonics and reading session. Children arriving late often feel unsettled, rushed and upset at the start of the day. Please try to be in the classroom by 9am.

**Your child only gets one chance to develop a love of learning and to enjoy school with their friends.**

**Please bring them to school!**

Appendix 2  
Added July 2017

## **Early Education Funding Attendance Policy (Nursery)**

### **Statement of Intent**

As providers of early education we intend to work with children and parents to ensure that we deliver early education to a high standard and provide planned learning activities to help children to progress towards achieving the Early Learning Goals.

### **Aims**

To this end we will make every attempt to ensure that eligible children attend as many sessions as funding has been received for, bearing in mind occasional sickness or unavoidable absence.

We will monitor attendance for Early Education Funded children on a weekly basis to ensure that children receive a beneficial level of early education to assist them in progressing towards the Early Learning Goals, and follow the procedure below for any cases of non-attendance or erratic attendance.

### **Procedure**

Attendance records will be regularly monitored. If the reason for a child's absence is unknown for two consecutive days or more, the School should contact the parent to establish the reason for absence and the expected date of return and record the conversation.

If it becomes evident during weekly monitoring of attendance that a child is failing to attend all their requested early education funded sessions we will take the following actions:

- Erratic / non-attendance for 2 weeks.  
Have an informal discussion with the child's parent / guardian to see if there are any problems which are preventing full attendance and note this conversation on our attendance management system.
- Erratic attendance for a further 2 weeks (4 weeks totalled).  
Request a formal parent / guardian meeting to discuss the implications of attendance levels on the child's progress and place availability.  
Offer a reduction in sessions funded as a possible solution.  
Note this communication.  
Complete the Actual Task on the Provider Portal to reduce funded hours, where appropriate.
- Non-attendance for a further 2 weeks (4 weeks totalled).  
If no contact or resolution can be established with the parent / guardian, take this period in lieu of the 4 week notice period.

Note this decision.

Complete the Actual Task on the Provider Portal to confirm that leaving date of the child.

- Erratic attendance beyond 4 weeks.

We will give due consideration to the needs of children and their families where we feel they will benefit from additional support. These families may be; transient families, children with SEND, children with no status, and vulnerable children. We will investigate and make an informed decision around the nature of the absences prior to withdrawing the funded place. Where our setting continues to make a funded place available to a child with an erratic pattern of attendance we will continue to support the family so that this will improve, and maintain records of all communications and decisions for Local Authority audit. All communication will be noted.

In compliance with;

Early Education and childcare Statutory Guidance for Local Authorities September 2014

Early Education Funding Provider Agreement April 2016 – March 2017 between the Borough Council of Calderdale and Providers.