



Ark John Archer Primary Academy
ATTENDANCE & PUNCTUALITY POLICY

2021 / 2022

Policy Information

Named personnel with designated responsibility for this policy

| Academic year | Designated Senior person | Deputy Designated Senior person | Nominated Governor | Chair of Governors |
|---------------|--------------------------|---------------------------------|--------------------|--------------------|
| 2019/2020 | Moira Cruddas | Debbie Young | | Katie Oliver |

Policy review dates (frequency of review: yearly)

| Review Date | Changes made | By whom |
|-------------|----------------|---------------|
| May 2013 | Policy created | Ark |
| August 2019 | Policy review | Moira Cruddas |
| August 2020 | Policy review | Moira Cruddas |
| August 2021 | Policy Review | Moira Cruddas |

Ratification by Governing Body

| Academic year | Date of ratification | Chair of Governors |
|---------------|---|--------------------|
| 2015/2016 | New Policy from Ark ratified by the Board | Emma Perkin |
| 2019/2020 | Policy Review | Emma Perkin |
| 2020/2021 | Policy Review | Katie Oliver |
| 2021/2022 | Policy Review | Katie Oliver |

Dates of staff training for this academic year

| Dates | Course Title | Staff |
|------------|---------------------------|-----------|
| 02/09/2019 | Safeguarding & Attendance | All Staff |
| 03/09/2020 | Safeguarding & Attendance | All Staff |
| 01/09/2021 | Safeguarding & Attendance | All Staff |

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1 INTRODUCTION

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Ark John Archer takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

2 AIMS

The aims of the Attendance Policy are:

- To raise the importance of good attendance in line with Ofsted requirements.
- Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- To improve punctuality.
- Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

3 GUIDELINES

3.1 Reasons for absence

- Parents and carers are asked to contact the academy office by phone or in person if their child will be absent from the academy.
- **Phone Number: 0207 228 1710; Email: admin@arkjohnarcher.org**
Please can you call by 9:25 a.m.
- Reasons for absence will need to be presented e.g. medical appointment card

3.2 Authorised absences

- Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.

3.3 Unauthorised absences

- Unacceptable reasons include shopping, too tired, going to an appointment that is not a medical appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

3.4 Holidays/Trips

- The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

3.5 Only the Principal can authorise absence.

4 ACTION TAKEN WHEN PUPILS ARE ABSENT

There are occasions when absence is unavoidable. These include:

- Illness.
- Medical or education appointments.

If a parent knows in advance of absence due to an appointment, the academy office should be informed, and the appointment card or text is to be shown to the office.

If a child is ill, the parent or carer should ring the academy to inform us and on return, present a written note explaining the absence. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy so we can photocopy it.

It is the parents'/carers' responsibility to ensure that they contact the office, this can be done by either phoning on **(020) 7228 1710** or by email **admin@arkjohnarcher.org**

We ask that you contact the office before **9:25 a.m.** to inform us if you child/ren will be absent and we would appreciate what the reason for absence is so that we can give any advice or course of action to be taken.

If we have not heard from the parents of any child who is absent by 9:25 a.m. then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. It is therefore important that all emergency contact details are up to date. If we still have not been able to ascertain where your child is then we will make a home visit. However, if we still haven't been able to get a response then we will report it to the police as your child will then be classed a 'missing child'.

This Unexplained Absence procedure will apply if your child is absent from school for any reason and you have failed to inform us i.e. if you take your child on holiday during term time, sickness etc.

5 WHAT HAPPENS IF ATTENDANCE IS UNACCEPTABLE?

- 5.1 The Principal/Attendance Officer reviews the attendance of all pupils **every two weeks**. If the attendance of a pupil falls below **90%** the reasons for the absence will be investigated. If your child's absence falls below 90% they are classed as Persistently Absent and by working closely with the family, support measures can be put in place in order to improve attendance.
- 5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:
- The Principal will write to the parent or carer making them aware of their child's current attendance. The situation is reviewed at the next month's check.
 - If no improvement is seen the Principal will request an appointment with the parent or carer. The situation is reviewed at the next month's check.
 - If no improvement is seen the Principal will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.
 - If the attendance does not significantly improve, a referral to the Educational Welfare Service/Early Help will be made. In non-improving situations a penalty notice may be served
 - See Appendix 1
- 5.3 If your child's attendance is unsatisfactory (below 90%) you are at risk of a referral to the Early Help or the Educational Welfare Service. You may be liable for fast-track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.
- 5.4 If the child is below 5 years of age, the Education Welfare Officer will not accept a referral. In this instance the Principal will pursue the situation with the service and may take advice from Early Help or Social Care.

6 LATENESS

- 6.1 The academy day starts at 9:00 a.m. The gates are open from 8:30 a.m. and close at 9:00 a.m. Children will enter the school through the gates on Plough Terrace.
- 6.2 Pupils who arrive after 9:00 a.m. will be marked as 'L' (Late). Reasons for Lateness will be provided if for example, there have been delays on public transport or significant traffic issues. Please do keep us informed if you are going to be late. They must enter the academy through the main entrance on Plough Road to be signed into the late register.
- 6.3 Any child arriving to the school after 9:30 a.m. will be marked as a 'U' (Unauthorised Absence). If you receive 5 U's in any half term, you are at risk of being referred to Early Help or referred to the LA who may serve Fixed Penalty Notice. The 'U' Code itself affects the overall attendance of your child and we need to make sure that we work together to avoid too many 'U's.
- 6.4 The procedure for consistent lateness is the same as for absence – i.e. at **10%** lateness the Principal is informed by the Attendance Officer.
- Appointment made to see the Principal – one month is given for improvement.
 - If no improvement is seen the Principal will request another appointment.
 - If there are unacceptable improvements after a month, a referral to the Education Welfare Officer/Early Help is made.
- 6.5 'Cause for Concern' registers for absence and punctuality are kept.

7 HOW WILL THIS INFORMATION BE COLLATED?

A register of absence and punctuality referral is kept. The Attendance Officer and the Principal manage this register and meet regularly to decide necessary action.

8 PUPILS ABSENCE AND EXTENUATING FAMILY CIRCUMSTANCES

If parents or carers need to remove their child from the academy for any reason, they must write to the Principal asking for permission to do so. **No absences for holidays will be authorised**, unless in extreme or exceptional circumstances. Permission for absence will **only** be given if there are extenuating circumstances. If the absence is not authorised, the

parent or carer may be liable to a Fixed Penalty Notice.

9 COLLECTION AFTER SCHOOL

9.1 School finishes at the following times:

- Reception: 3:30 p.m. (pick up the children from the KS1 playground)
- Year 1: 3:30 p.m. (pick up the children from the KS1 playground)
- Year 2: 3:30 p.m. (pick up the children from the KS2 playground)
- Year 3: 3:45 p.m. (pick up the children from the KS1 playground)
- Year 4: 3:45 p.m. (pick up the children from the KS1 playground)
- Year 5: 3:45 p.m. (pick up the children from the KS2 playground)
- Year 6: 3:45 p.m. (pick up the children from the KS2 playground)

9.2 Children who are late being collected will be taken to the school office and their names will be entered into the 'Lates Collection' book. This book is kept with the Attendance Officer and is reviewed bi-weekly along with the Principal.

9.3 At Ark John Archer the Non-Collection of Children falls into two categories

- 1) Children who are collected late by their parents/carers
- 2) Children whose parents/carers are late collecting their children and are non-contactable

1) Children who are collected late by their parents/carers

We at Ark John Archer School recognise that we have a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity. The protocol is within this Attendance & Punctuality Policy 2021/2022.

Children who are late being collected will be taken to the school office and their names will be entered into the 'Lates Collection' book and every effort will be made to contact the parent/carer or failing that the emergency contact numbers. The time of pick up will be entered into the book and the parent/carer will be reminded to ensure collection is at the normal school time. This book is kept with the Attendance Officer and is reviewed bi-weekly along with the Principal.

The trigger to action is set at **10%** i.e. 3 times within a six-week block.

- The Principal will write to the parent/carer.
- The Principal will request an appointment with the parent/carer.

If there is no improvement and the Late Pick Up continues...

- The Principal will request another appointment with parent/carer.
- Governors may request an appointment with the parent/carer.
- Fines may be imposed at the discretion of the Principal.

We are committed to working together with the parents and carers to ensure late collection of pupils does not become a habit as it can have an impact on a child's personal development

2) Children whose parents/carers are late collecting their children and are non-contactable

If a child is not collected by a parent/carer after the school day or approved activity, the above procedures will be taken; the child's name will be entered into the Lates Collection book. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.

In the case of a pupil not being collected and no contact being made WITHIN 30 MINUTES OF THE USUAL COLLECTION TIME, the Principal and Designated Safeguarding Lead will be notified and again we will continue to try and contact the parents/carers and emergency contact numbers. In failing again to reach any of the contact numbers the decision will be made to contact Wandsworth Multi-Agency Safeguarding Hub (MASH): Telephone: 020 8871 6622. Telephone outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000 to discuss concerns and ask advice.

Social Care will give advice and make appropriate checks. However, we at Ark John Archer will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation.

If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child(ren).

If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

10 REGISTERS

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

11 REWARDS

The class with the best attendance for the previous week is recognised and rewarded and presented with a cup in the weekly Celebration Assembly.

The class with the best attendance for the Half Term is recognised and rewarded with a certificate and an afternoon of activity of their choice e.g., extra play, Positive Play activities

The class with the best attendance for the Term is also recognised and is rewarded with a certificate and an afternoon activity which has been agreed with their teacher and SLT.

Children with 100% attendance for the year; their names are put into a hat and one boy and one

girl's name is drawn to win a prize.

We will also celebrate on a termly basis children who have 100% attendance; they will receive a certificate.

The class with the best attendance at the end of the year will also receive a reward which is agreed with their teacher and Principal.

Awards will be displayed in the classrooms.

HOW WE WILL SUPPORT YOU

We offer a range of support services to encourage good attendance and punctuality at school.

We will...

- Meet regularly with parents and carers to encourage good attendance and punctuality
- We will meet with parents and carers regularly to give updates on improvements and to set targets to encourage improvement.
- Our school nurse is on hand to give support and advice on medical support plans if your child suffers from any medical condition that may affect their attendance. Please let the office know if you require further information.
- The school gates are open from 8:30 a.m. and offers a window of half an hour to ensure your child is in school on time.
- Breakfast will be available in each classroom from 8:30 a.m.
- We offer After School Care from 3:30 to 5:30 p.m. There is a charge for this service.

EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

To be reviewed September 2022

12. APPENDIX 1 - PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:

1. Academies will notify the EWOS of all cases where attendance has fallen below 90% in the preceding 6-week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures have been taken to bring this matter to the parent's/carer's attention.
2. The LA will produce an information letter for distribution to all parents/carers whose children have been identified as falling below 90% attendance at their respective academies. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.
3. Each pupil's attendance will be monitored for 15 academy days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.
4. Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.
5. Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using **First Class** post to the parent's last known address.
6. Following a change to advice issued by the DfES in recent months, Penalty Notices may now be issued to the parents/carers of **all** pupils registered at [LA] schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to family's resident outside the area.

Withdrawal of Penalty Notices:

The LA will withdraw any Notices issued if:

- It can be established that the Penalty Notice was issued to the wrong person.

Or

- The use of the Penalty Notice does not conform to the terms of the Protocol.

Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.

Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted

against the recipient in respect of the period covered by the withdrawn Notice.

Payment:

Arrangements for payment will be detailed on the Penalty Notice.

A Penalty Notice shall be for the sum of **£60 per child** if paid within 21 days rising to **£120 per child** if paid after 21 days but within 28 days. If you don't pay the fine after 28 days, you may be prosecuted for your child's absence from school.

Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.

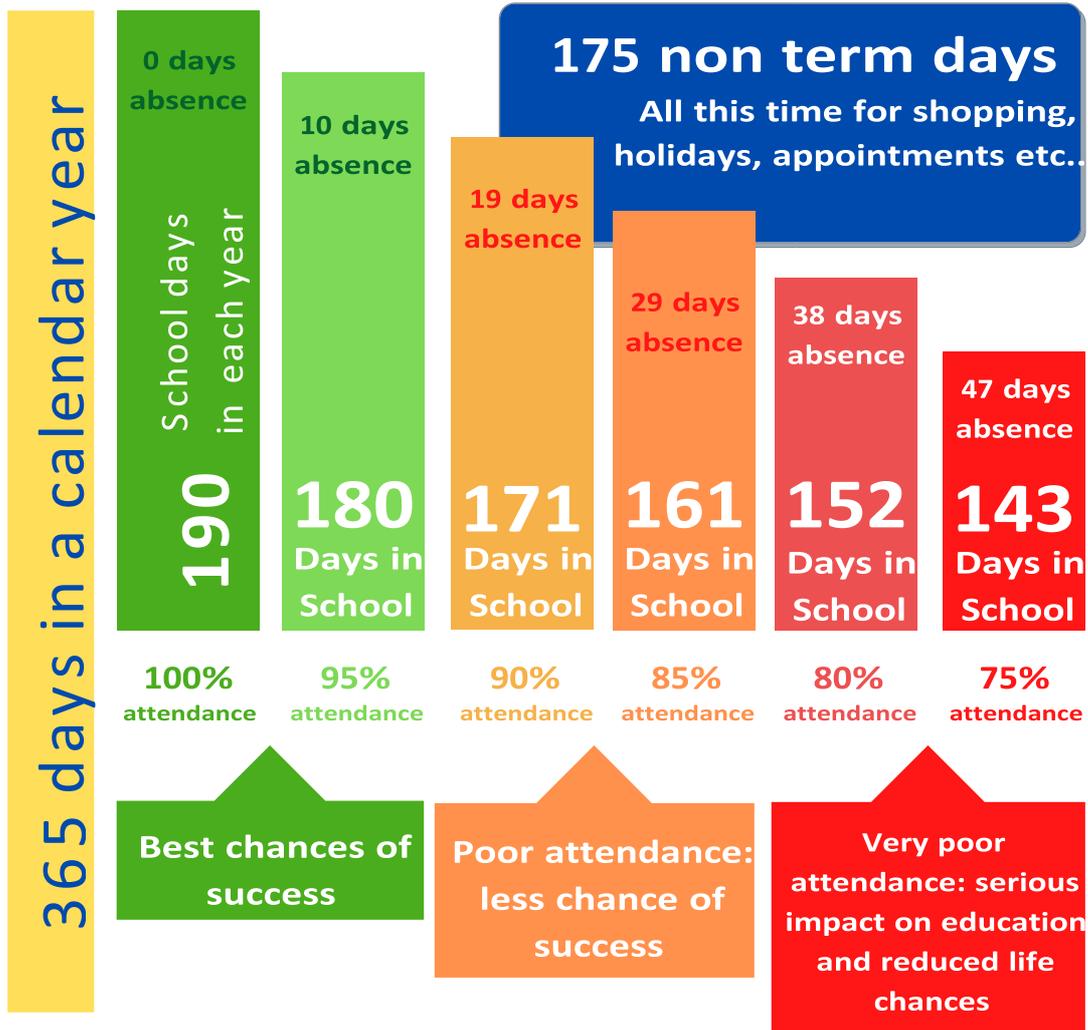
Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

Non-payment:

Non-payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.



ABSENCE



Please don't let your child miss out on the education they deserve.

EVERY SCHOOL DAY COUNTS!



Ark John Archer
Primary Academy

LATENESS

Being late adds up to a
loss of learning.

If you are late every day, that adds up to over
3 days lost learning a year.

Fifteen minutes late is the same as being absent
for **TWO WEEKS** a year.



5 minutes late = **3** days lost learning



10 minutes late = **6** days lost learning



15 minutes late = **10** days lost learning



20 minutes late = **13** days lost learning



30 minutes late = **19** days lost learning

**Please help your
child to be punctual.**

**If you are worried about
your child's attendance,
please talk to us at
school about it.**