

Attendance and Punctuality Policy



**Spinfield School
Terrington Hill
Marlow
Buckinghamshire
SL7 2RE**

**Tel: 01628 473551
Fax: 01628 477652**

Updated:	November 2020
Review date:	November 2022
Signed:	
Position:	
Date:	

MISSION STATEMENT

Learning, developing, growing together

AIMS OF THE SCHOOL

1. To realise each child's full learning potential through an enriching, stimulating, broad and challenging curriculum
2. To provide a secure, happy and flexible school environment for all our children to become highly motivated life-long learners
3. To foster children's esteem, respecting themselves, others and the environment as well as creating the ability to work independently and collaboratively
4. To nurture in the children a desire to extend themselves in mind, body and spirit, developing an enquiring mind, a sense of curiosity and respect for other races, religions and ways of life
5. To develop the learning partnership between school, home and community enabling the children to adapt confidently to the rapidly changing world.

Spinfield Attendance and Punctuality

- Spinfield Promotes good attendance and punctuality as the norm.
- Spinfield demonstrates that good attendance and punctuality are valued by our school.
- Spinfield maintains a pattern of monitoring attendance and punctuality that ensures consistency throughout our school.
- We communicate with our parents/carers in relation to their children's attendance and punctuality.

Spinfield Registration Procedures

Spinfield lessons begin promptly at 9.00am and at 1.15pm.

Registers are marked at the beginning of each half day session.

Children who are absent or late will be noted.

The registers close at 9.10am and at 1.25pm.

Registers must be sent to the office each morning and afternoon immediately after closure.

Arrangements for the recording of lateness

Children who arrive after the close of the register must report to the school office where their name and time of arrival will be noted in the late book. If there is a valid reason for lateness, e.g. doctor's appointment, this may then be authorised, but children/parents who fail to provide an adequate explanation for the lateness must be marked as an unauthorised absence for that session.

Authorised/Unauthorised Absence

- Parents/Carers are asked to inform our school on the first day of their children's absence by written note, verbal message or phone call. We operate a 'First Day Absence Call' system if no message has been received by 09.15 am. It's important for Parents/Carers to realise that not all reasons for absence may be regarded as valid and consequently may not be authorised.
- Absence may be authorised for illness, hospital appointments, school visits/attending interviews, for religious reasons, or for unavoidable circumstances such as bereavement, moving house or serious emergency.
- Routine dentist or doctor appointments should be made, as far as possible, outside of the school day.
- Attendance is recorded in our SIMs database weekly and monitored by the Headteacher any continued absence would be reported to the EWO (Educational Welfare Officer)
- Attendance Targets are set at 97%. This is monitored and reported on each half term

Spinfield reception class

We aim to promote good attendance and punctuality through:

- Self-registration
- Noting children who arrive late in a book
- Monitoring lateness
- Speaking to parents/carers
- Promoting good attendance at initial meetings

Late Collections Procedures

Children should always be collected punctually at 3.30pm. If a child is not collected they are taken to the school office at 3.40pm. Emergency contact numbers will be used if we are unable to contact parents/carers.

If parents/carers have an emergency that means they are going to be significantly late, school should be informed as soon as possible.

Holidays during term time

There are thirteen weeks of school holidays each year (a quarter of the year) and we firmly believe that family holidays should be taken during these times. In very exceptional circumstances a child may be entitled to two weeks holiday a year outside of these times, but this is strictly at the discretion of the Head Teacher and, as a school, we strongly discourage additional holidays as they lead to children becoming behind with their learning.

Spinfield procedures for communicating with parents

- Prior to children joining our Reception class all parents/carers are sent an information pack, part of which emphasises the importance of good attendance and punctuality. This is also emphasised at the meeting to which all parents/carers are invited prior to their children joining Reception classes.

- Parents/carers of children who join our school in different year groups have individual meeting with the Head Teacher where again, the importance of good attendance and punctuality are emphasised.
- Individual yearly attendance figures for children are sent to parents/carers as part of the end of year reports.
- Our Home/School Agreement emphasises the need for regular attendance and punctuality.
- Early intervention with parents/carers of children causing concern is important so that any problems can be sorted out at an early stage in order that good attendance or punctuality is not compromised.

By both adhering to our policy, and by our school, parents/carers and children working together in partnership, we hope to promote even better attendance and punctuality for our children, which in turn, should lead to increased achievement and the ability for our children to.

Staff Attendance

- If staff are absent due to illness or for compassionate reasons they telephone the head teacher/deputy head teacher and the school office before the school day
- Staff telephone before the end of the school day to inform the office of their return date to school
- Staff absences are recorded on SIMs
- Termly absence return form completed and submitted to county
- Staff complete an absence form on their return to work and a doctors certificate is attached if appropriate, which is then sent to Bucks CC
- Staff attendance maybe commented on when providing references
- For longer periods of absence a return to work meeting and form should be completed