

Cavendish Community Primary School Policy for Attendance and Punctuality



Rationale

At Cavendish Primary School we believe that attendance and punctuality are key to promoting high levels of achievement, self confidence, social development and positive attitudes towards school amongst our pupils. Getting attendance and punctuality right at this level also helps children to develop good habits for their working future. We are committed to ensuring that all members of the school community – children, parents, staff and governors - take responsibility for promoting the importance of attendance and punctuality.

Purpose

This policy aims to provide guidance to parents on:

- our approach to attendance and punctuality,
- the law in relation to unauthorised absences

1. Punctuality

School starts at 8.50am for children in Years R to 6, and at 9.00am for children in Nursery. We stagger these times for the convenience of parents with children in both sections of the school.

Children in Nursery and Reception enter school and go directly to their classrooms with their parent/carer at 8.50am, whereas children in Years 1 to 4 line up at 8.50am in the playground and are collected by their teacher from the playground. Children in Years 5 and 6 can go straight into class from 8.40am. Registers are taken at 9.00am.

Children who arrive after 8.50am, with or without their parent/carer, must report to the office at the main entrance to sign in and state the reason for lateness.

Children who arrive later than 9.15am are recorded as absent late, and this is classed as an **unauthorised absence**.

All urgent or hospital based medical appointments must be authorised with a card from the child's dentist, hospital consultant etc. Routine appointments eg for check ups, should be made outside of school hours.

Regular lateness will be investigated by the school and parents may be asked to come in to discuss the issue with the Attendance Officer and/or Headteacher and Governors. If the issue cannot be resolved by the school, further action may be taken, eg penalty notice for fixed fine.

2. Attendance

Children are expected to attend school every day, where possible, for 190 days of the year. School holiday patterns are published well in advance and are on the school website (www.cavendish.manchester.sch.uk), enabling all families to be aware of when their children should be in school.

If your child is unwell, or cannot attend school for any other valid reason, we ask that you telephone us to let us know **before** 8.50am so that we can authorise the absence. There is an answer machine available at all times to take your message.

The registers are checked daily at 9.15am. If a child is found to be absent and the parent/carer has not contacted us with a reason for the absence, we will try to contact them. We need to speak to the parent/carer as soon as possible to check the whereabouts of their child – this is part of our safeguarding duty. ***It is very important that you keep us updated with your contact details so that we can get in touch with you easily and quickly.***

We cannot authorise a child's absence unless a valid reason is given.

Examples of authorised absences: illness, emergency/urgent medical appointments, recognised religious observance

Examples of unauthorised absences: family holidays during term time, day off for birthday or other family parties, shopping, trips to the airport to meet relatives, looking after brothers/sisters, staying off because other family members are ill, modelling assignments .

We will monitor each child's absence record carefully. If we notice patterns such as frequent absences on Mondays/Fridays, or overall low attendance, we will contact you to investigate the matter further.

Legally, parents/carers have the responsibility to ensure their child's regular attendance at the school where they are registered as a pupil. Failure to do so may lead to a fixed penalty notice. Each such penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in further statutory action being taken against you.

If you are experiencing any attendance related problems, including lateness, or there are issues affecting your child that make him/her reluctant to come to school, please come in and speak in confidence to Mrs. Berisford or Ms. Marland so that we can start to address the problem together.

3. The Legal position in relation to absence during term time

On 1 September 2013 an amendment was made to The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) which states that ***headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.***

Parents/carers who need to request leave of absence for their child/ren during term time for exceptional circumstances must send a written request or email to the Headteacher.