

# Knowsley Village Primary School



'RESPECT FOR ALL'

## Attendance and Punctuality Policy 2017- 2018



# KNOWSLEY VILLAGE PRIMARY SCHOOL

Name	Signature	Date
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Jane Greensmith		
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Adele Abrams		
Carol Ford		
Byronny Ronan		
Venetia Allan		
Helen Cuthell		
Elaine Wardle		
Carole Travis		
Karen Williams		
Jessica Walker		
Beth Schofield		
Sam Taylor		
Stephen McCluskey		
Kelly Oxtan		
Chris Doyle		
Jeanette Gallivan		
Michelle Roscoe		
Kathy McArdle		
Betty Tennant		
Leah Gould		
Lynette Murray		

**Knowsley Village Primary School Attendance Policy**  
**Information for Parents**  
**“Attendance matters...”**

**As a school we aim to:**

- Maintain an attendance rate of 97% weekly in each class and across the school
- Maintain parents' and pupils' awareness of the importance of regular attendance.

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and irregular attendance
- Regular attenders make good progress academically
- Regular attenders maintain good friendship groups
- Regular attenders have a positive attitude to learning and school
- Regular attenders have a positive transfer to secondary school

**As a parent you can help us by:**

- Contacting school on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks if possible
- Taking holidays during the set school holidays
- Providing school with medical appointment cards or letters so that absence can be authorised
- Keeping school updated if your child has an extended period of absence due to illness.

**We shall:**

- Complete a daily attendance walk from Nursery to Year 6
- Operate a first day response system for any unexplained absences. Reasons need to be from the parent of the absent child and not a message via another child or parent.
- Inform our link attendance officer from schools attendance service if contact cannot be made as a child is technically “missing from education”
- Remind parents of the importance of regular attendance and punctuality in newsletters, website, meetings and in the and the Home-School Agreement
- Publish our weekly attendance percentages on the website
- Report attendance during meetings with parents and inform parents if attendance falls below 90%
- Involve the *School attendance Service* if attendance falls below 90% or is unauthorised
- Report termly to the Governing Body
- Acknowledge and reward good attendance daily weekly, termly, yearly
- Inform parents of their child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance

**Authorised Absence**

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill, medical appointment, family bereavement, religious observance.

**Unauthorised Absence**

There are times when children are absent for reasons, which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are:

- Holidays in term time
- Waiting on a delivery
- Going for a family day out

- Staying off because of a birthday
- Parental Appointments
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Unauthorised Absences are reported to the Local Authority. The School Attendance Service may contact you via a letter or a visit and if unauthorised attendance does not improve and consider taking legal action.

### **Holidays In Term Time**

- Holidays will not be authorised by the Headteacher.
- The Governing Body support the School Attendance Service in issuing penalty fines for taking children on holiday during term time.

### **Persistent Absence**

- Persistent absence is when attendance falls below 90%.
- The school attendance service will be informed.
- The Headteacher will meet with parents to try to improve the attendance
- The attendance Governor will be informed.

### **Punctuality (at the start and at the end of the day)**

- Breakfast club is from 7.45 am for Reception to Year 6 and for eligible 3 Year olds. There is a charge for this facility.
- Nursery open at 8.30 for extended provision and 8.45am for universal provision.
- Classroom doors are open from 8.40am for Years Reception to Reception Year 6.
- Morning registration closes at 9am. This is the time your child must be in the classroom, so you need to ensure your child is coming through the school gate by 8.55am.
- At 9.00am the school gates are shut and the children enter school through the front door. For safeguarding reasons they are entered into the late book. Appropriate marks are entered into the register.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- We will let you know if we have concerns about your child's punctuality.
- Parents should promptly collect children at the end of the day.
- Parents should inform school if another person is collecting their child.
- Children in Y5 and Y6 will only be allowed to walk home with permission from the parent.
- Children who remain uncollected by 3.45pm will go to After School Club and full charges will apply.
- Children in after school activities run by teachers should be picked up promptly when the club finishes
- Children in After School Club run by Miss Cutthell should be picked up by 5.30pm at the latest.

### **Legal Note**

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.

***“Every day counts...and every moment matters”***

