



# SUNNYHILL PRIMARY SCHOOL

## Attendance and Punctuality Procedure

### RATIONALE

Good attendance and punctuality are important to help to raise achievement and enable students to reach their full potential.

The expectation at Sunnyhill School is that every pupil achieves at least **96%** attendance, the National expectation.

*Under Section 7 of The Education Act 1996, parents/carers are responsible for making sure that their children of compulsory school age receive a suitable full-time education through attendance at school, alternative provision or otherwise (e.g. undertaking to educate their child at home).*

### Our Aims:

- To raise attendance
- To improve punctuality
- To raise the level of achievement
- To have effective procedures in place for monitoring attendance and punctuality.

### ATTENDANCE PROCEDURES

- All school gates open at **8.45am** when children can make their way to their classrooms. Children need to be in their classrooms ready to learn by **8.55am**. The main gates close at **8.55am** and children will be directed through the office after this time.
- Children arriving after 8.55 am **must sign in** at the school office as classroom registers are closed from this time.
- All children arriving after the close of registration (9.30am) will be marked as unauthorised and the morning session is counted as an unauthorised absence.
- All children who are not in school at registration will be regarded as absent.
- We request that parents call and let the school know that their child will be absent and the reason for absence. If we do not receive this call by 9:30, phone calls/texts are made to the families of absent pupils.
- All pupils whose attendance falls below 90% are monitored by the school. If there is no improvement, parent/carer will be invited to a School Attendance Panel meeting, where a school attendance agreement form is signed and targets are set. Failure to meet targets will result in a referral to Lambeth Education Welfare Service. If there is still no improvement, parent/carer penalty notices or parent/carer prosecution proceedings may be initiated.

## **PUNCTUALITY PROCEDURES**

- Parents/carers of pupils with more than 3 late marks in a half term period will receive the first punctuality warning letter.
- If pupils continue to come late to school, the deputy head and attendance officer will meet with parents/carers and pupils (if appropriate) to discuss how to improve punctuality. Targets will be set.
- Failure to adhere to agreed targets may result in a referral to Lambeth Education Welfare Officer (EWO).
- Unauthorised lateness may result in a fixed penalty notice or the parent/carer may be liable for prosecution

## **REGISTRATION**

- Registration is at **8.55am**, so that lessons can begin promptly at 9am. Children can come into school from **8.45am** and may complete 'early work'.
- If a child arrives after 9am, they will need to **sign in** at the school office.
- Registers must be completed by **9.05am**.
- The attendance officer will check registers and contact parents/carers if pupils are not in school.

## **Attendance below 90%**

- If a child's attendance falls below 90% medical evidence is required to authorise the absence. e.g. doctors note, prescription, doctor's/ hospital appointment card/ letter, medication.
- If the school has no proof of illness, the absence will not be authorised.
- If attendance continues to deteriorate below 90%, the Lambeth education welfare service is informed and a school attendance panel (SAP) is initiated to look at forms of support and to set targets for improvement.
- Continued low attendance despite support and intervention may lead to a referral to Lambeth borough court panel which is the start of the legal action process.

## **ABSENCES**

There are 2 types of absence;

- **Authorised** - This is where the school may approve the absence in cases such as:  
Child illness - children should be kept at home unless seeing a doctor;  
Hospital appointment;  
Exams;  
Religious observance;  
Funeral of a close relative;

**Unauthorised** - This is where the school will not approve the absence.

### **SPECIAL LEAVE PROCEDURES**

- Term time holidays are not permitted.
- Permission must be granted from the head teacher and evidence of your trip will be requested.
- A fixed penalty notice of £60 per child per parent may be issued if a child has an unauthorised holiday during term time.
- A child is at risk of losing their school place if they are absent for 20 consecutive days.

### **CME (Children Missing Education)**

- Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, a referral will be made to the Education Welfare Service who will conduct investigations and the pupil can be removed from the school's admission register.
- Children missing education without good reason over a prolonged period are deemed to be suffering educational neglect. In such cases, a referral to social care is likely to be made.
- Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

### **RESPONSIBILITIES**

#### **Parents/Carers are legally responsible for:**

- Bringing their children to school every day and on time. (1996 Education Act: Section 444);
- Contacting the school regarding their child's absence, on or before each day of absence;
- Ensuring that holidays are not taken during term time;
- Informing school promptly of any changes in contact details;
- Working in partnership with the school to resolve poor attendance issues.

#### **Pupils are expected to:**

- Attend school regularly (96% or above);
- Arrive on time with correct uniform and equipment;
- Register in their classroom at 8.55am.

#### **Sunnyhill School is expected to:**

- Ensure that class teachers fill in registers accurately;
- Encourage good attendance and punctuality; (Please see rewards below)
- Follow correct procedures for monitoring attendance and lateness;
- Maintain confidentiality over attendance related concerns;

- Inform the governors and Lambeth LA of attendance figures.

**REWARDS-Good or improved attendance is always rewarded in school.**

- Class attendance cups each week;
- Regular attendance updates in the newsletter
- Attendance reward boards;
- Attendance Assemblies;
- Bronze, silver and gold certificates and pencil for each term fully attended

Procedure shared with governors:	March 2023
Reviewed by Chair:	27th March 2023
Full Policy Review Date:	September 2023
Next review:	September 2025