



Hampton Infant School and Nursery

Attendance Policy

Version	Date	Comments
1	2010	
2	2013	Addition - Punctuality
3	2015	Updated Attendance figures
4	Jan 2016	Updated Attendance figures
5	April 2016	To include Child Performance License
6	March 2017	Updated Attendance figures
7	Nov 2017	Updated to include CME and Summer attendance figures

Regular attendance and good punctuality at school are not only legal requirements but are essential for children to access a broad and balanced curriculum and to fulfil their educational potential. It is our policy at Hampton Junior School to work with the Local Authority to ensure our attendance rates are high and continue to improve.

Attendance is recorded by means of class registers which are called twice per day, once at the beginning of the morning session at 8.50 am and again at the beginning of the afternoon session at 1.10 pm.

AIMS OF THIS POLICY

- To ensure that every child is safeguarded and their right to education is protected
- To ensure that all stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality
- To keep accurate, up to date records and have robust and rigorous systems for analysing attendance
- Identify causes for low attendance / punctuality with individuals, classes and groups of pupils and address them
- To work with other agencies, in order to address barriers to attendance and overcome them

Absence has a major impact on a child's learning. Parents/carers are expected not to arrange family holidays during term time and any request for absence should be made in writing in advance to the Head of School. It is at the Head of School's discretion whether any absence is authorised. Absence for other reasons will only be authorised in exceptional circumstances. Our school is regularly monitored by the Educational Welfare Officer who identify families where attendance is below 90% and takes action when appropriate.

Legal Framework

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise
- The school to register attendance and notify the Local Authority of Absence from school
- The Local Authority to provide education and to enforce attendance

ATTENDANCE AWARD

An Attendance certificate is award each week to the class with the highest attendance percentage.

REPORTING ABSENCE

It is the parent/carer's responsibility to inform the school of the reason for a child's absence by 9.30 am on the first day of absence. This may be by a personal visit, telephone call (020 8979 1815) or e-mail (info@hampton-inf.richmond.sch.uk).

The school will contact the parent/carer (usually by phone) during the course of the morning if notification of absence has not been received by 9.30am. This, however, does not negate the responsibility of the parent/carer to inform the school of the reason for absence on that day.

Parents/carers should send a letter or e-mail to the school office on the day of return following an absence to confirm the reason for and dates of the absence in order that accurate records may be kept and attendance registers updated. These records are monitored each half-term and actions taken by the Educational Welfare Officer. It is a legal duty for all children of compulsory age to attend school every day and on time throughout the school year.

If a child is likely to be absent for longer periods of time, greater than 3 days, then the school may request that the parent provide medical evidence from a doctor / GP. Medical evidence may also be requested if a child's overall absence is less than 90% and further periods of illness occur.

If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If the child does not get any better during the day, school will contact parents straight away, to collect them.

If a child has vomited or has diarrhoea then parents should keep them off school for 48 hours from the last period of sickness to ensure that they recover.

For emergency evacuation purposes all children leaving and return to school during the school day must report to the school office and be registered in the "appointment" book.

TERM TIME ABSENCE REQUESTS

In line with the school's attendance policy, school based or educational visits may be authorised following a written request.

TYPES OF ABSENCE

There are two types of absence:-

1. AUTHORISED ABSENCE

An absence may be authorised by the school providing it falls into the categories below. Where possible, medical or written evidence may be requested.

Medical and dental appointments should be arranged outside of school hours.

The following should be notified in advance:-

- Sporting event / competitions (documentation of event including place and timings)
- Medical/dental appointments (appointment note required)
- Educational/music examination (email or letter from exam board)
- Visit to other professional e.g. Educational Psychologist/Social Worker (appointment note required)
- Religious observance
- Funeral day for immediate family
- Illness (not medical or dental)
- Additional therapy/counselling (appointment note required)

NB: If overall attendance falls below 90% due to illness, medical or dental this may necessitate a discussion with the Educational Welfare Officer (EWO) which may in turn result in prosecution.

2. UNAUTHORISED ABSENCE

This occurs when either:

- a request does not fit into the Authorised Absence criteria
- private tuition is arranged within the school day
- a parent/carer has not informed the school of the reason for the absence

Persistent occurrences will be notified to the appropriate agency i.e Educational Welfare Officer (EWO) which could lead to fines of up to £2,500 and/or 3 months imprisonment.

Regular meetings are held with the Education Welfare Service (EWS) and school governors to discuss attendance.

SPECIAL OCCASIONS

Requests for absence that do not fit into the Authorised Absence or Unauthorised Absence criteria will only be sanctioned in exceptional circumstances, at the Head of School's discretion and upon receipt of a written request. However, parents/carers must be aware that this will impact on your child's attendance figures and could lead to EWO involvement.

CHILDREN MISSING EDUCATION

We recognise that full attendance at school is important to the wellbeing of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely and we work in partnership with AfC when patterns of absence give rise to concern. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The school operates in accordance with statutory guidance 'Children Missing Education' (DfE 2016) [Children Missing Education Statutory Guidance](#)

PUNCTUALITY

Parents/carers have a responsibility to ensure that their child is in the playground by 8.45am so that they are in time for morning registration at 8.50am.

All children arriving after registration must report to the school office where their lateness will be recorded and they will be issued with a late card to give to their class teacher.

Persistent lateness or irregular attendance will result in one or more of the following:-

- Letter, telephone call or meeting with parent/carer to discuss lateness/attendance pattern
- Notification to the Educational Welfare Officer (EWO) or other services

Children in entertainment

A child under school leaving age who is taking part in a performance (e.g. TV, Film, Modelling work) requires a 'Child Performance License' to be issued by the Local Authority. In cases when a performance occurs during the school day the parents should write to the school to request permission for their child to be absent- ensuring that they give as much notice as possible. The school is under no obligation to authorise absence for the purpose of a child taking part in a performance; this is the Head of School's discretion. The Local Authority will not issue a 'Child Performance License' for a child if the school has not agreed to the absence. For each performance, a separate request will need to be made.

Punctuality Plate

Punctuality by class is monitored weekly to maintain a high profile within the school. Each class achieving 100% punctuality (every child on time every day) will be awarded a 15 minute "Punctuality Credit Card" which entitles the class to 15 minutes extra play, to be used as directed by the class teacher.

STATISTICS FOR ATTENDANCE HAMPTON INFANT SCHOOL AND NURSERY

Attendance targets for 2017 / 2018	% overall absence 3.00%
------------------------------------	-------------------------

Absence as a % of pupil sessions

TOTAL

	2016/17	2015/16	2014/15	2013/14	2012/13
School Average	3.92	3.07	3.43	3.67	4.23
National Average (Primary)	3.90	3.90	4.00	3.80	5.00
Borough Average (Primary)		N/A	3.70	3.40	4.10

Authorised

	2016/17	2015/16	2014/15	2013/14	2012/13
School Average	3.19	2.75	3.21	3.32	3.87
National Average (Primary)				3.10	4.50
Borough Average (Primary)				2.80	3.40

Unauthorised

	2016/17	2015/16	2014/15	2013/14	2012/13
5 x ½ terms					
School Average	0.73	0.32	0.21	0.35	0.36
National Average (Primary)				0.70	0.70
Borough Average (Primary)				0.60	0.60