



Belmont Cheveley Park Primary School

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Belmont
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Cheveley Park Primary School – Attendance and Lateness Overview

To be read in conjunction with our Attendance Policy

Good attendance is a learned behaviour, and the most effective schools recognise the importance of developing good patterns of attendance from the outset. At Cheveley Park, we aim to:

- ❖ Set the standard that expected attendance for all pupils is **at least 97%** (this equates to a child being absent for 6 days within the academic year)
- ❖ Ensure our parents and carers recognise that they have a legal duty to guarantee their child attends school regularly and on time
- ❖ Strictly adhere to our school day timings which are as follows:
 - No children are on the yard unsupervised by a parent/carer before 8:45 a.m.
 - The initial bell rings at 8:45 a.m.
 - Entry into school is a flexible 10-minute window
 - The second bell rings at 8:55 a.m. and this is when the school day starts. Classroom doors will be closed at this point
 - Any child arriving after 8:55 a.m., but before 9:15 a.m., will be recorded as late on the register
 - Any child arriving after 9:15 a.m. will be recorded as an unauthorised absence on the register
 - All children arriving late will enter school through the main entrance
- ❖ Ensure that our parents and carers understand that it is their legal duty to inform Mrs Johnstone, Mr Barron or Mrs Gartside in the school office (01913869494) by 9:15 a.m. if their child is going to be absent that day
- ❖ Have all children accounted for by 9:30 a.m. Office staff will carry out the following if they have not been informed of a child being absent:
 - Call all emergency contacts in priority order and if there has been no answer, a welfare call will be carried out by school staff (usually Mrs Goodwin and Mr Barron) and/or logged with the police
- ❖ Where a child has been absent for 5 continuous days (and this is not due to a known holiday in term time), staff will carry out a home welfare call. This will happen even if parents have kept in touch with the school regularly throughout this time – this is simply to check the child is safe and offer support where needed
- ❖ Discourage holidays being taken in term time
- ❖ Monitor attendance, lateness and minutes lost half-termly and contact parents and carers to offer support where necessary
- ❖ Tackle persistent absenteeism (PA): The DfE deems a student to be known as a PA, if their attendance drops below 90% - regardless of the reason for the absence
- ❖ Work alongside our local authority colleagues and parents and carers to ensure the best possible outcomes for our children
- ❖ Follow legal, Local Authority and Department for Education procedures, and issue fixed penalty notices where necessary

Our main aim is to be an effective school which consistently promotes the benefits of good attendance at school, sets high expectations for every pupil, communicates those expectations clearly and consistently to pupils and parents, and systematically analyses our data to identify patterns to target our improvement efforts, and work effectively with the local authority and other local partners to overcome barriers to attendance. We recognise that attendance cannot be seen in isolation and that the foundation of good attendance is a calm, orderly, safe and supportive environment in which all pupils want to attend and can learn and thrive.

Mrs Goodwin is our Lead Officer for attendance in school.

EACH ACADEMIC YEAR CONSISTS OF 190 SCHOOL DAYS - WHICH MEANS THERE ARE 175 NON SCHOOL DAYS TO SPEND ON FAMILY TIME, VISITS, HOLIDAYS, SHOPPING, HOUSEHOLD JOBS AND OTHER APPOINTMENTS

PARENTS AND CARERS WILL BE EXPECTED TO PROVIDE EVIDENCE OF ALL MEDICAL APPOINTMENTS THEIR CHILD ATTENDS WITHIN SCHOOL TIME (THIS MAY BE IN THE FORM OF A LETTER FROM THE HOSPITAL, MEDICAL APPOINTMENT CARDS, SCREENSHOTS OF APPOINTMENT SENT VIA TEXT/EMAIL ETC.) OTHERWISE, SESSIONS MISSED TO ATTEND APPOINTMENTS, WILL BE CLASSED AS AN UNAUTHORISED ABSENCE.