



# Tannery Drift First School

Enjoyment – Achievement – Respect

# Attendance Policy

Last Review Date:  
September 2017

Next Review Date:  
September 2020



Artsmark  
Gold Award  
Awarded by Arts  
Council England

[www.tannerydrift.herts.sch.uk](http://www.tannerydrift.herts.sch.uk)

# Attendance Policy

## 1. Introduction

At Tannery Drift First School we expect the whole school community – governors, staff, parents/carers and pupils to be committed to high standards of attendance and punctuality. Good attendance helps the children in our school community to maximise their learning. We know that good attendance habits established at an early age will ensure good attendance further on in their education.

We aim to encourage excellent levels of attendance and punctuality, to enable all pupils to take full advantage of the educational opportunities available to them.

## 2. Expectations

The responsibility for good attendance is shared between school, parents/carers and pupils. All these groups need to understand the expectations which the policy makes of them.

The School will be expected to:

- Provide a safe learning environment.
- Ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- Follow up all instances of poor attendance and punctuality.
- Celebrate excellent and improving attendance.

The Parents/Carers will be expected to:

- Ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Inform the school on the first day of absence, of the reason for their child's absence from school.
- Maintain regular communication with school staff where necessary.
- Ensure that the school is informed of any changes of contact details.

The Pupils will be expected to:

- Attend school and all of their lessons regularly and punctually.
- Be ready to learn.

## 3. Doors Open

School doors open at 8.55 am. Pupils will enter the building at that time. Pupils should not arrive at school before 8.45 am (unless they are attending breakfast club).

## 4. Registration

- Registers are called at 8.55 am and at 1.10 pm. Registers close at 9.15 am and at 1.20 pm. Registers are marked consistently by staff.

- Any pupil arriving after the register has closed but before 9.15 am will be marked as 'late'.
- Any pupil arriving after 9.15 am will be marked as absent for the whole of the session.
- For the afternoon session, any pupil arriving after 1.20 pm will be marked as absent for that session.
- Registers will be marked in accordance with DfE guidance.

## **5. Lateness**

Classroom doors will be shut at 9.00am, after that time pupils will need to be taken by their parent to the office to sign in.

## **6. Following up Lateness**

Parents/carers whose children are regularly late for school will be contacted by the Head Teacher, who will work with the parents/carers to bring about an improvement in punctuality.

## **7. Absences**

- Notification must be provided for all absences from school. This must be through a telephone call or email before 10.00am on the first day of absence.
- Absences are authorised by the Headteacher.
- The school may decide not to authorise absence, even when a reason is provided.
- The school will check up on any absences where a reason has not been notified.

Most absences, such as the following, are for good reasons and will generally be authorised by the school.

- Sickness
- Unavoidable medical or dental appointments (preferably parents/carers should arrange appointments after school or during school holidays)
- Days of religious observance
- Exceptional family circumstances e.g. bereavement

## **8. Leaving and Returning During the School Day**

When pupils leave or return to school during the school day, office staff must be notified and pupils must be signed in/out at the office.

## 9. Term Time Holidays

Holidays taken during term-time impact on a child's education in the following ways:

- Learning in primary schools provides the building blocks on which their future education is based and these building blocks may not be taught again the same way.
- By taking a holiday in term time parents and carers are giving children the message that it is acceptable to miss school for reasons other than genuine illness.
- Full school attendance encourages children to develop positive patterns of attendance, which will support them throughout their school career and beyond.

Parents do not have the right to take their child out of school during term time for holidays for any reason.

In order to request term time leave parents must first apply to the school in writing well in advance and may be invited to attend a short face-to-face meeting with the Headteacher. Following this meeting the School may grant leave in term time if it is considered that there are exceptional circumstances.

This is at the discretion of the Headteacher and the child's prior attendance and individual circumstances will be taken into account.

## 10. Procedures for Reducing Absence Rate

Actions as agreed by all Royston Area Schools Partnership (RASP) schools.

- Attendance data is monitored by the office staff and brought to the attention of the head teacher where action is required
- Attendance data is available for discussion during parents evening – whether to celebrate good attendance or to bring to the attention of the parent poor attendance
- Attendance for the year is recorded on child's end of year written report to parents/carers
- 93%-90% - Attendance is discussed with child's parents/carers by the class teacher and ways to improve attendance to be shared with parents/carers and child
- 90-85% - Attendance letters are sent home by the head teacher to alert parents/carers of poor attendance by the child and meetings arranged if necessary to support the child and parents/carers to improve attendance
- Below 85% - County attendance officer (AIO) or other suitable professionals involved, drawing up an action plan to improve a child's attendance



# Tannery Drift First School

Tannery Drift - Royston - Hertfordshire - SG8 5DE

01763 246549    [admin@tannerydrift.herts.sch.uk](mailto:admin@tannerydrift.herts.sch.uk)  
[www.tannerydrift.herts.sch.uk](http://www.tannerydrift.herts.sch.uk)

Enjoyment – Achievement – Respect