



Cranton CE Primary School

Late and Absence Procedures

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The main door on the playground is opened at 8.40am for children to enter school.

The school day starts at **8.50am** and we expect your Child/ren to be in class at that time.

Registers are marked between **8.50am and 9am** and your Child/ren will receive a late mark if they are not in by that time.

At **9.30am** the registers will be closed. In accordance with the Regulations, if your Child/ren arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Learning Mentor and/or Head teacher to resolve the problem, but you can approach us at any time if you are having problems getting your Child/ren to school on time.

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

If your child is absent we will:

- Invite you in to discuss the situation with our Learning Mentor and/or Head teacher if absences persist;
- Refer the matter to the Knowsley's School Attendance Improvement Service if attendance moves below 90%.
- A referral to the school nurse may be made to provide additional support in cases of



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persistent sickness absence.

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, hospital appointments and unavoidable medical/dental appointments in school time, emergencies or other such unavoidable cause.

*Where possible appointments should be made outside of school hours.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given.

This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- Day trips and holidays in term time.

Your child will also receive an unauthorised mark if the school is not informed of the absence and a covering letter explaining the reason for the absence is not provided on your child's return to school.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

At Cronton CE Primary School we monitor all absence thoroughly and we operate a "traffic light system". Our aim is for all our pupils to achieve the yearly percentage attendance target set by the authority or above. Our target is 97.2 and is reviewed yearly, these children are in the green category. Those pupils whose attendance is above 90% and below our 95% are in the Amber category and they are monitored at school action level. If your child's attendance below 90%, then they are in the Red category and are referred to as a Persistent Absentee, this means their attendance is a cause for concern at both school and Local Authority level



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and the School Attendance Improvement Officer (SAIO) assigned to our school will decide to get involved.

The School Attendance Service:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the School Attendance Service at the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorized absences persist, the School Attendance Improvement Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the Local Authority.

Alternatively, parents or children may wish to contact the School Attendance Service themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Holidays In Term Time:

The school has adopted the Local Authority Policy Guidance for Holidays during term time. (Appendix 2)

Taking holidays in term time will affect your Child/ren's schooling as much as any other absence and we expect parents to help us by not to take pupils away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

All applications for leave must be made in advance and at the discretion of the school **a maximum of 5 days in any academic year** may be authorised in **exceptional circumstances** only. The Knowsley Form (Appendix 1) must be completed by the Parent/Carer at least 4 weeks prior to the Holiday date. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time and their current percentage of attendance.

Exceptional Circumstances include:-

- For service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education: and
- When a family needs to spend time together to support each other during or after a crisis eg bereavement or serious illness.

Leave in term time will **not** be agreed by us:



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- When a pupil is just starting the school. This is very important as your Child/ren needs to settle into their new environment as quickly as possible.
- At any time during Y6 due to assessment periods (SATS).
- Where a pupil's attendance rate has fallen below 95% for the previous term.

If a holiday request is not authorised the Headteacher will invite the Parents to a meeting to discuss the refusal to authorise the request. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. The school will follow the Knowsley Guidance for the issuing of Penalty notices. (Appendix 2)