



## **ATTENDANCE AND PUNCTUALITY POLICY**

<b>TITLE</b>	<b>NAME OF STAFF MEMBER</b>
HEAD TEACHER	Claire Murdoch
SCHOOL ADMINISTRATORS	Mara Antunes Marion Carolan

### INTRODUCTION

At Maple Walk School we view your child's education as a partnership between the family and the school. We are committed to ensuring that the children in our care achieve their potential both socially and academically and look to parents/guardians to support this objective by ensuring that their child arrives punctually and has a high level of attendance.

The school undertakes to comply in all matters relating to admission and attendance with ISI Regulatory Requirements (Part 3, paragraph 17) and the DfE Working Together to Improve School Attendance (May 2022).

This policy aims to:

- Outline the school and parents responsibilities regarding attendance.
- Our expectations for attendance
- Promote high levels of punctuality
- Reduce the number of authorised absences

### THE SCHOOL'S RESPONSIBILITIES

The School maintains an Admissions Register, using Engage software. The School ensures this is accurate and personal details are kept up to date.

The School will monitor attendance and punctuality by taking an electronic register at the start of the school day and at the start of afternoon school.

In the case of a child's unexplained absence, the school administrator will follow up with parents on the same day, if no explanation is received, an absence will be marked as unauthorised.

The School will provide a calm, orderly, safe and supportive environment where pupils want to be and are keen and ready to learn.

Staff concerns about absence and /or punctuality are reported to the senior leadership team.

The School recognises that children absent from education can act as a warning to a range of safeguarding issues.

The school will report on attendance and lateness to staff and parents.

**The school is required to report to the local authority** certain attendance issues, specifically:

- The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent (other than for reasons of sickness or authorised leave of absence) for a continuous period of **ten school days** or more without permission
- Where a pupil has been continuously absent without authorisation for a period of not less than **twenty school days** (and there are no reasonable grounds to believe the child is unwell or unable to attend because of any unavoidable cause) and the School and local authority have failed following reasonable enquiry to ascertain where the pupil is or the name of their next school is unknown, the School may delete the child's name from the Admissions register. The School will inform the Local Authority of such a deletion at the same time of the deletion.
- Notify the Local Authority within **5 school days** about every non-standard joiner and leaver i.e. of any pupil who joins the School not at Reception and leaves the School not at the end of Year 6.

#### PARENTS' RESPONSIBILITIES

- Parents have a legal duty to ensure that their child attends school regularly, at the school at which they are registered.
- Children must attend every day that the school is open (unless they are ill or permission has been granted in advance.)
- Children should arrive between 8.30-8.40am, prior to the morning register being taken at 8.45am, any arrival after 8.45am will be marked as late.

- If unavoidably delayed due to unforeseen circumstances contact the school office to give an estimated arrival time.
- In case of a child's illness, contact the school office as soon as possible, either by phone or email, otherwise an absence will be marked as unauthorised.
- Make arrangements for routine doctor and dental appointments to take place out of school time. If unavoidable, requests for such absences must be made in writing as soon as possible and **at least 3 days** in advance.
- Advise the school in a timely manner of any changes to the contact details and pupil address information.

### ATTENDANCE EXPECTATIONS

Children's attendance should be above 95% and we aspire for every child in school to reach this target. We will monitor attendance and punctuality via our Engage system.

Our expectations for attendance are:

- 95-100% expected
- 90-95% emerging cause for concern (an advisory email will be sent to parents )
- Below 90% but above 85% a cause for concern (the Head will telephone the parents)
- Below 85% a serious cause for concern (parents will be asked to attend a meeting)

The Head teacher has overall responsibility for championing and improving attendance at the school.

Where attendance or punctuality is a concern, the school will consult with parents to understand any underlying reasons or barriers to attendance and work with them to put effective strategies in place as necessary.

### REQUESTS FOR AUTHORISED ABSENCES

The school will always aim to update the school website with half term and term dates at least a year in advance so that family holidays can be arranged without disrupting a child's education.

The policy of the school and the NMS Board of Directors is **not** to allow holidays to be taken during term time.

Any requests for exceptional absence must be made in writing and addressed to the Head teacher as far in advance as possible.

Consideration will be given to levels of attendance, what learning will be missed, and any previous requests for authorised absences.

Claire Murdoch  
Head Teacher  
September 2023

Review approved Deborah Livsey CEO  
The New Model School Co. Ltd  
September 2023

Next review date August 2024