



Tannery Drift First School

Enjoyment – Achievement – Respect

Attendance Policy

Last Review Date:
February 2024

Next Review Date:
February 2027



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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.

The Headteacher, Anna Greetham, is responsible for the approach to attendance at Tannery Drift. She liaises with the School Office and Family Support Worker to ensure children are attending school regularly, and plans follow up actions and monitoring where they are not.

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.
- Monitor attendance for all pupils, reporting on this within school on a regular basis.
- Celebrate excellent and improving attendance.
- Act, in accordance with the Hertfordshire Code of Conduct, to prevent poor school attendance and truancy; this may include the use of penalty notices.
- Act once absence has occurred to establish children's safety and try to get them back to school.
- Take action to trace children whose whereabouts are not known.

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 8.45 am. Pupils will enter the building at that time. Pupils should not arrive at school before 8.40 am (unless they are attending Breakfast Club or the Nursery).

4. Registration

- Registers are called at 8.50am and at 1.00pm. Registers close at 9.15am and at 1.20pm. Registers are marked consistently by staff.
- Any pupil arriving after 8.50am, but before 9.15am will be marked as 'late'.
- Any pupil arriving after 9.15am will be marked as 'late after registers closed'.
- For the afternoon session, any pupil arriving after 1.20pm will be marked as 'late after registers closed'.
- Registers will be marked in accordance with DfE guidance.

5. Lateness

Classroom doors will be shut at 8.50am, 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 Headteacher, 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, email to the school office (admin@tannerydrift.herts.sch.uk), or the Arbor app, before 9.15am on the first day of absence.
- Decisions about authorising absences are made 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.
- In the event that parents/carers cannot be contacted, the office staff will contact the numbers on the emergency contact list. If we still do not have a reason for absence after a call to the final contact number, we will:
 - Conduct a welfare visit to the pupil's home where we are able to.
 - Consider alerting the Local Authority and Children's Services.

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.

Note, it is the school, not the parent/carer, that authorises an absence. Please provide a copy of any medical appointment letters for our records via email to the office.

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.

- Term time holidays are not permitted, unless in exceptional circumstances. In our school we would determine exceptional circumstances as being a once in a lifetime opportunity.
- If parents feel that the event they need to take their child out of school for is indeed exceptional then parents can apply by writing a letter to the Headteacher.

10. Procedures for Reducing Absence Rate

- Attendance data is monitored by the office staff and brought to the attention of the Headteacher where action is required.

- Attendance data is available for discussion during parents evening – whether to celebrate good attendance or to bring poor attendance to the attention of the parent.
- Attendance for the year is recorded on child's end of year written report to parents/carers.
- Below 90% - Attendance letters are sent home by the Headteacher 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% - Local Authority Attendance Officer (LAAO) or other suitable professionals may be contacted and will work with the school and the parents to draw up plan to improve the child's attendance.
- Where parents are having difficulty in getting their child to school regularly, they are encouraged to work with the Family Support Worker, who can be contacted by email familysupport@tannerydrift.herts.sch.uk. She will be able to offer tailored advice and support.

11. Children leaving our school roll at non-standard transition points

- We ask that parents let us know as soon as possible that their child will be leaving our school at any time other than the end of Nursery or the end of Year 4.
- We will check with the receiving school to ensure that the child has started at their new school. We will transfer the child's electronic records to that school within 5 days and any paper records within 10 days. We will inform the Local Authority that the child has transferred within 5 school days.
- If we do not have details of the receiving school or the receiving school has not accepted the child on their roll we would alert the Local Authority that the child is missing and not in Education.



Tannery Drift First School

Tannery Drift - Royston - Hertfordshire - SG8 5DE

01763 246549 admin@tannerydrift.herts.sch.uk
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