



2024 2025

# Attendance & Punctuality Procedure

Audley Infant School



Lisa Johnson

AUDLEY INFANT SCHOOL 2024 2025

# **Attendance & Punctuality Procedure**

## **Audley Community Infant School Vision.**

Audley Infant school is committed to ensuring that every member of the school family reaches their full potential in a happy, caring and safe environment. We strive to make each individual feel valued, included and respected. Our aim is to challenge everyone so that they can achieve their full potential in a fun and positive environment, and have the confidence in their own ability to lead a successful life in the future.

## **Aim**

We aim to ensure that all children reach their full potential. In order to do this, we need them to be in school on time every day and collected on time at the end of the school day.

The school takes absences and lateness very seriously as they have a major impact on the children's education and wellbeing.

**It is the responsibility of the parents to ensure that their children attend school on time every day the school is open and are collected on time by an appropriate adult aged 14 or over at the end of the school day.**

This procedure is essential to support the healthy development of your children's education and well-being. If you feel that there are issues which are preventing you from maintaining good attendance, speak to Mrs Johnson, our Family Liaison and Attendance Lead in the first instance. You will be referred to the Head Teacher the issues cannot be resolved at your first meeting.

Absences, lateness in the morning and lateness collecting children at the end of the day are recorded and monitored. **You will** be asked for reasons regarding absences and late attendance and these are also recorded.

**If the reasons are not deemed by staff as acceptable, then the absence or late mark will be recorded as unauthorised.**

Allowing your child to be late for school in the morning affects your child's education as they are missing a vital part of the school day.

## **The Registers Close At:**

- Reception – 09:10am
- Year 1 & Year 2 – 09:05am

**If you arrive after this time, then the absence will be unauthorised.**

## **Breakfast Club**

School operates a breakfast club every morning from 08:00hrs to 08:30hrs. We do not accept any children after 08:30am. **This is currently free.** You do not need to book. This is open to all year groups. (we ask that for reception you make sure your child has settled into school before sending them)

## **This is the process that will be taken if good punctuality cannot be achieved.**

### **Stage 1:**

If children are recorded to have **5** late marks, **2 or more** periods of sickness in a half term or their attendance drops below 90% a letter will be sent to the parents/carers in the first instance to inform you and give you the opportunity to make improvements.

If you are struggling for any reason please speak to Mrs Johnson who will work with you and your child to try and resolve any issues.

If there is no improvement the process will move on to Stage 2

### **Stage 2:**

If children have between **5** and **10** late marks recorded in a term or continued periods of sickness/sporadic days off/patterns of absence, parents will be invited to a meeting with Mrs Johnson.

At this meeting, the responsible parent will be expected to provide adequate reasons to explain the issues. We will endeavour to support underlying issues in order to improve the lateness and non-attendance marks. Referrals may be made to the school nursing team, the Henry programme, Ride the Rapids course, the inclusion team or other outside agencies.

If the responsible parent fails to improve these marks, the process will move on to Stage 3.

### **Stage 3:**

If children are recorded to have **more than 10** late/absent marks, a meeting will be held between the responsible parent and the **Head Teacher** in the first instance to determine if there is an underlying issue.

At this meeting, the responsible parent will be expected to provide adequate reasons to explain the issues. We will endeavour to support underlying issues in order to improve the lateness and non-attendance marks however; the Head Teacher will also decide what further steps need to be taken.

Collecting your child late after school is a safeguarding issue within school. Regular late collections or collections 30 minutes after the end of the school day may result in a referral to Children's Social Care.

Any further absences, lateness in the morning and lateness collecting children at the end of the day will trigger the final stage of the process.

**Final Stage:**

If children are recorded to have **consistent late marks or absence marks which do not have an adequate reason** and parents/carers still fail to improve their child's lateness or attendance after a meeting with the Head Teacher, referrals to outside agencies (such as Children's Social Care and the Inclusion Team) will be made.