



# Abridged Attendance and Punctuality Policy

## Templars Primary School

For the full attendance Policy please see [here](#).

We want Templars Primary School to be a place where everyone feels safe. We want to celebrate that everyone is different, and show that everyone is welcome.

Every child, Every day, Every chance

At Templars we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

### Parents are encouraged to –

- to ensure that their child arrives on time (**BEFORE 8.55 am**) and that collection (**3.15pm**) is punctual,
- notify the school in advance of any impending absence, providing written evidence if appropriate, e.g. hospital letter,
- inform the school immediately of the reason for any absence, keeping the school updated on a daily basis during the period of absence and providing firm medical evidence to support absence of 5 days or over,
- ensure their children attend school every day on time,
- take leave of absences during school holidays,
- provide children with appropriate school resources e.g. PE kit and book bag

### Pupils are encouraged to –

- develop their own motivation to attend regularly and punctually,
- organise their equipment for each day e.g. swimming, homework, reading book etc.



### **Ensuring that Senior Leaders, Teachers and Administrative Staff -**

- Are aware of pupils who are absent, and the reason for the absence.
- Encourage teachers and teaching assistants to discuss attendance and lateness directly with the parents at the first signs of a concern.
- Are aware of pupils who arrive late and to look for any pattern of arrival times.
- Provide the right degree of support and encouragement to the parent and the child, dependent upon the known social/family circumstances of the child.

### **Senior Leaders and the Attendance Team –**

- Ensure that teachers and supply teachers are aware of the procedures for marking and maintaining registers on Studybugs accurately.
- Ensure that administrative staff are aware of the procedures for maintaining accurate records and supply detailed data for analysis to Head Teacher and DSL's on a weekly or daily basis as required.
- Ensure that parents are aware of the school procedures.
- Produce statistical evidence about rates and patterns of absence for Governors, Local Authority and Ofsted and to inform the school's internal process of intervention strategies for school attendance improvement.

### **Late arrival**

- Pupils are expected to arrive between 08:45-08:55 each day – anything after this time impacts their learning.
- Any pupil arriving after 08:55 is expected to be registered in the main Reception area and will be marked with an L register mark. If a pupil arrives after 09.25am they are marked with a U which means they have an unauthorised Late mark.
- If a pupil has more than 5 lates in a rolling three week period a letter will be sent home highlighting how many times they have been late, how many minutes of learning has been lost and a clear expectation of improvement in the following 3 weeks
- Following this letter and a monitoring period. If a pupils lates do not improve, Parents will be issued a request for a meeting with the Attendance Officer to discuss the reasons for ongoing lateness and to identify any support we can offer to improve punctuality going forwards.
- Additional monitoring for three weeks will take place
- If a pupil continues to be regularly late a further meeting will be put in place with the Family Support Worker or the Headteacher.
- No additional improvements will result in advice being sought from the Local Authority and more stringent measures will be considered, including a Fixed Penalty Notice.

### **Absence**

- For full information please refer to the full Attendance Policy [here](#).
- Requests for absences during term time require 20 days notice in advance where possible – full information of absence to be provided. Any holiday requests go through Headteacher via Attendance Officer.
- Medical Appointments – all appointments require evidence – letters/screenshots of texts confirming appointments/appointment cards. We encourage all appointments to take place after the school day, where possible, to minimise missed learning.
- Please see the below snippet from the full Attendance Policy regarding Fine's

*Penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school.  
Penalty notices will be issued in line with the National Framework for Penalty Notices.*



The threshold is 10 sessions (equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days.
- £160 if paid in full after 21 days but within 28 days.

If a second penalty notice is issued to the same parent within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3<sup>rd</sup> (or subsequent) offence(s) a prosecution will be considered.

The below image shows what Attendance % translates to in reality of a pupil's learning.

Yearly attendance	Yearly days missed	Yearly learning hours missed	Learning hours missed during school life (YR-Y11)
100%	0	0	0
97%	6	30	360
95%	10	50	600
90%	20	100	1200
80%	40	200	2400
50%	100	500	6000