



**WILLIAM AUSTIN**  
CARE • INSPIRE • ACHIEVE

# ATTENDANCE

**Every Day Counts**



5 days absence over the whole year

**97% - 100%**

Good chance of success and progress

20 days absence over the whole year

**90%**

Less chance of success.  
Harder to make progress

20+ days absence over the whole year

**Under 90%**

Detrimental to success and progress

**Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where he, or she, is a registered pupil.**

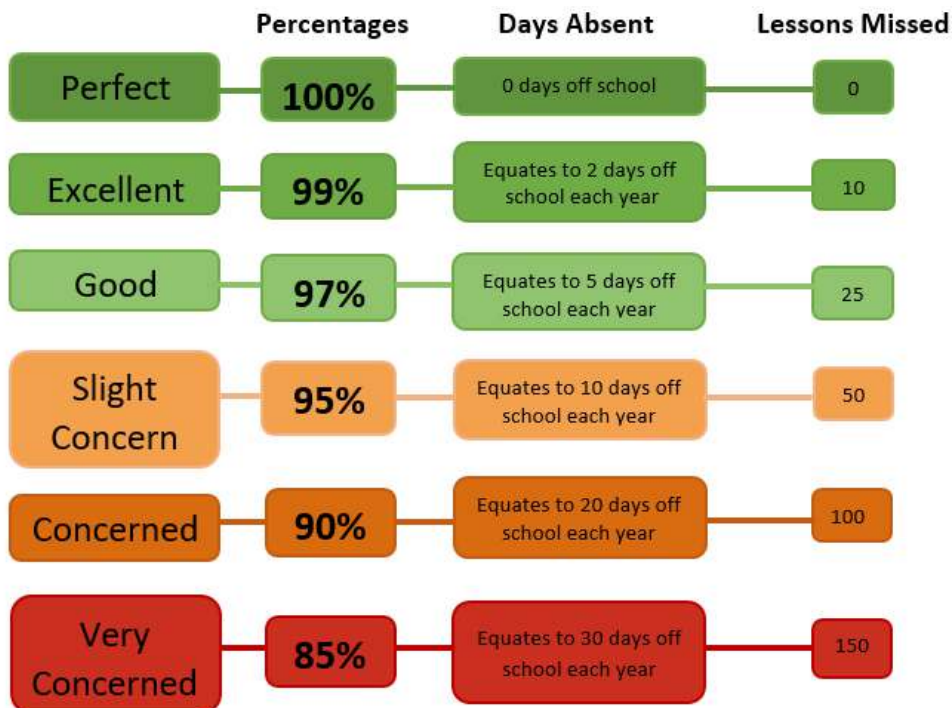
Improving attendance is everyone's business. Parents/carers have a legal duty to ensure their child attends school regularly. This means their child must attend every day school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school (DfE Sept 22).

### **Why is good attendance important?**

The pupils with the highest attainment at the end of key stage 2 have higher rates of attendance over the key stage compared to those with the lowest attainment. Pupils missing education can be a vital warning sign to a range of safeguarding issues including neglect, abuse and criminal exploitation (DfE Sept 22).

Good attendance is important to us to ensure our pupils are safe, healthy and successful. We aim to ensure that all children attend school regularly and on time to ensure that they are able to make the most of the educational experiences offered at William Austin Junior School.

### **What does good attendance look like?**



## **Absence**

Parents/carers can be taken to court under the Education Act 1996 if they do not make sure their child attends school, without reason (as defined in law) and if the child has too many unauthorised absences. It is the school's decision whether an absence is authorised or unauthorised.

If any children are repeatedly absent from school without any communication from the parent/carer, we will:

- call parents/carers to find out why the child is absent, in the morning and again in the afternoon if we have not been able to make contact
- if we are unable to contact the parent in the afternoon, we will speak to the next contact number we hold
- follow up with a home visit via the Family Workers or Education Welfare Officer phone call if there is no response, or if we have safeguarding concerns
- ask our Designated Safeguarding Lead to follow up with MASH

## **Timing of the School Day**

All school doors open at 8:40. The morning register is taken at 8:48 and the registration period closes at 8:55. If a child arrives after 8:55 they should go to the school office where they will be marked late. The register closes at 9:25.

Lunchtime starts at 12:10 (Y3 & Y5) or 12:30 (Y4 & Y6). The afternoon register is taken at 1:10 (Y3 & Y5) and 1:30 (Y4 & Y6). The afternoon registers close at 1:35. The school day ends at 3:30.

# Every Minute Counts



## Lateness

Pupils arriving after the registration period has closed at 8:55am will be recorded as late. Pupils arriving after 8:55am must report to the School Office so that their attendance can be recorded. Pupils arriving after 9:25am will be recorded 'Unauthorised Late'. This will be considered an unauthorised absence unless a satisfactory reason is given, for example a medical appointment. Lateness is monitored. Action to address lateness will be taken in line with the school's strategy to improve punctuality:

- phone call to parents/carers to find out the reason for the lateness
- make a home visit via the Family Workers or Education Welfare Officer
- track occasions of lateness and analyse data
- meet with parents/carers to work out how to reduce barriers and improve punctuality
- offer Breakfast Club as a strategy to support families

LATENESS = LOST LEARNING (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

## Leave of Absence during term time

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1st September 2013. As Head Teachers should only grant leave of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday (DfE 2022).

**Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, you could receive a Penalty Notice. In these circumstances a warning will not be given.**

School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents/carers can use for any activities other than school.

Parents/carers should ensure that family holidays and term time leave are arranged out of school term time.

## **Parents' responsibilities**

Parents/carers should inform the school office of their child's absence on the first day by any of the following methods:

- Telephone 01582 572100
- personal contact
- letter signed by parent, even if written by another family member
- e-mail

If their child is not in school parents/carers should indicate when he/she is likely to return.

## **How can parents/carers help their child have good attendance and punctuality?**

As part of our whole school approach to maintaining high attendance, we request that parents/carers:

- notify the school on the first day that their child is unavailable to attend school
- avoid making medical/dental appointments during the school day
- take family holidays outside term time
- establish bedtime routines and ensure school bags are packed before going to bed, ready for the next day
- set the alarm for a time that allows all morning routines to be carried out
- leave home at least five minutes earlier than you need to which will ensure you get to school on time
- promote the value of attendance at home and follow the procedures set by the school
- advise the school of any difficulties they may be having so that the school can support as appropriate