

## Other Reasons for Absence

As with illness or medical appointments, parents/carers must inform the school of the reason for absence either verbally, by telephone or letter.

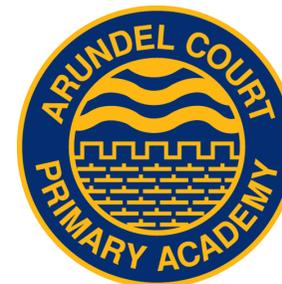
## End of the Day

The school day ends at **3:05pm**, and all children should have left the school playground by **3:15 pm**, unless they are staying at an after school club. Any pupils not collected at the end of the School day will be brought to the reception by a member of staff and parents will be contacted.

We request that parents inform their child of any change of school leaving arrangements at the beginning of the day . The School Office can notify your child, in the event of an emergency, of what they should do after school but please be aware that this may be difficult if you do not give us enough time to get the message to your child.

### Strategies for promoting good attendance

1. Arundel Court Primary Academy will provide an environment in which pupils feel safe, valued and welcome. Our ethos demonstrates that pupils feel their presence is important and that it is vital for their achievement and progress.
2. Pupils who feel vulnerable, are experiencing difficulties attending class, have a diagnosed medical condition or have friendship problems will be supported and given strategies to help them cope. The Pastoral Team liaise closely with the Headteacher, classteachers, Attendance Officer and parents/carers to support all children.
3. Attendance data will be produced, monitored and analysed regularly in order to identify absence patterns as well as reasons for absence.
4. Pupils whose attendance is a cause for concern will be monitored closely and parents will be contacted. We may require medical evidence to authorise any absences through illness if your child fails to attend school on a regular basis.
6. School staff will liaise with other services/agencies that may assist pupils who are experiencing difficulties.
7. Discussion on transfer (with infant, primary and secondary schools) will identify pupils who require extra support or pastoral support programmes involving a multi-agency plan.
8. The Headteacher will report attendance information to the Governing Body on a termly basis.



# Attendance Protocol For Parents/Carers

**Make a difference. Be outstanding!**

**It is a Parents legal responsibility to ensure that their child attends school regularly at the school where they are registered.**

We want the best for our children at Arundel Court Primary Academy. Every child's learning is important to us so please help us to make this an excellent school for your child.

I confirm that I have read Arundel Court's Attendance Protocol and will ensure that my child attends school regularly and on time.

Signed ..... Date.....

Child's Name ..... Class .....

## Introduction:

Arundel Court aims to encourage every pupil to achieve the highest possible levels of attendance in order to take full advantage of the learning experiences available to them. We recognise the very strong link that exists between a pupil's level of attendance and their achievement. This link is shared with pupils and parents at every opportunity.

## The Legal Framework

A pupil is required by law (under Section 444 of the 1996 Education Act and Regulations of 2006 and 2010) to attend regularly at the school where they are registered. The school is required to differentiate between authorised and unauthorised absence. It is expected that the parent/carer will contact school to inform them concerning absence. **However, it is for the school to judge whether the explanation given is satisfactory justification for the absence.**

Section 23 of the Anti-Social Behaviour Act 2003 and Section 105 of the Education and Inspections Act 2006 allows the Local Authority to issue penalty notices in cases of unauthorised absences from school.

## Rights and Responsibilities

It is the responsibility of everyone (pupils, parents, governors and all staff) in the school to improve the attendance. This is achieved by a close partnership between the Local Authority, parents and support agencies.

## Pupils

All pupils are expected to attend all of their lessons regularly and punctually. Where there are difficulties, support will be offered from classteachers and the Pastoral Team. Poor attendance will be monitored closely by the Attendance Officer and parents will be contacted.

## Parents / Carers

Parents are responsible for ensuring that their child attends school regularly and on time. They are expected to notify the school promptly on the School telephone number if their child cannot attend and any absence will be considered unauthorised until a satisfactory explanation is received. The school staff will contact a parent on the first day of absence if no reason has been provided. Parents are discouraged from making medical/dental appointments during school time, if at all possible, and only expected to remove their child from school for the minimum period of time when this is unavoidable.

## Medical/Dental Appointments

All appointments need to be reported to the School Office prior to the appointment, along with your appointment card/letter/text; this will be photocopied and kept on file, otherwise please come to the School Office to inform us or telephone us. An absence for a medical appointment can only be authorised upon sight of the appointment card/letter/text.

## Late Arrivals

**The school day starts at 8.50am for upper school and 9:00 am for lower school.** Children should be in the school playground for this time, but no earlier than 8.40am when school staff can supervise unattended pupils.

Children who arrive 10 mins late are deemed as being late. This disrupts the class which will have already started the lesson. The classteacher will need to interrupt the learning and deal with the late arrival which has a significant impact on the whole class, their learning and the lesson. Teachers have a huge amount of education to deliver in a school year leaving very little time in the day to catch up.

The Attendance Officer will contact parents when their child is late three times. If your child's punctuality does not improve, then a meeting with the Headteacher will be made. For pupils that arrive after 9.20am, this is an unauthorised absence and will affect your child's attendance..

## Absences/Illnesses

It is a parents responsibility to advise the school of their child's correct reason for absence. Parents/carers must inform the school via the school's 24 hour absence line by 9.00am on the first day of absence. If we do not hear from you, then a text will be sent by 10am, followed by a telephone call to ascertain the reason for absence. Due to safeguarding, if we have still not heard from you, we will visit your home to ensure that your child is safe,

## Family Holidays

Parents do not have an automatic right to take children out of school for the purpose of a holiday. Holidays will only be authorised in exceptional circumstances and additional evidence will be requested for these circumstances. If permission is not granted and the child is taken out of school for the holiday, a Penalty Notice may be issued by the Local Authority on behalf of the Academy. This Penalty Notice is currently £60.00 per parent/carer per child. We understand that this may make holidays more expensive, but your child losing their important time in school can have a significant impact on their learning and may result in him/her not being ready for the next stage of their learning.