

Attendance and Lateness expectations and procedures for Primary Phase

Role of parents of children in Primary Phase and Nursery

In the Primary Phase (Nursery to Year 3), it is the responsibility of parents to bring their child to school on time and every day. Parents must contact the academy office before 8.20am (12.00pm for afternoon Nursery) when their child is too ill to attend school.

As main policy states:

- To bring their child to school and on time every day.
- To ensure that a responsible adult (over the age of 18 and not a pupil at the academy) brings their child to school every day.
- To ensure that a responsible adult (over the age of 18 and not a pupil at the academy) picks their child up on time at the end of every school day.
- To attend attendance meetings where a cause for concern has been raised.

Role of Primary Head

- To set and monitor attendance targets for Primary Phase.
- To establish and maintain a high profile for attendance and punctuality in the Primary Phase.
- To analyse the attendance data for Early Years and provide reports to SLT and the Governing Body as well as parents.
- To communicate to parents regularly about their child's attendance.
- To meet with the Educational Social Worker and Attendance Team regularly to discuss any causes for concern with regards to attendance or punctuality.

Attendance procedures specific to Primary Phase

All procedures regarding long term absence, prosecution and removal from role are as main policy for parents of children who are of legal school age (5 years old).

- The attendance target for pupils in Primary Phase is 96%. Colour coding will be used to indicate which children are achieving the target and which are not. This information will be communicated to parents by letter each Dixon's term.

96%+ Green

94%-96% Amber

Less than 94% Red

- Parents will receive a termly attendance report for their child:
 - 'Green' attendance reports will receive a letter of congratulations
 - 'Amber' attendance reports will mean that the child's attendance is being monitored more closely by the attendance team

- 'Red' attendance reports will mean a meeting with the the head of attendance for the academy. The Educational Social Worker is then included in supporting the family.

Attendance in Nursery

All attendance in Nursery is monitored, recorded and reported in the same way as Early Years and Key Stage 1.

Any child in Nursery who is absent for more than five days will be taken off role on the sixth day (unless in cases of exceptional circumstance by agreement with the Primary Head and arranged before the absence commences). This child's place will then be offered to the next family on the waiting list.

Punctuality and Lateness in the Primary Phase

Stage 1:

If a child arrives late twice in one week or three times in two weeks, the parent will be asked to attend a meeting with either the Phase Leader.

In this meeting, any problems that the parent is having in making sure that their child arrives on time every day will be discussed. After this meeting, school will monitor the child's punctuality and continue to support you if needed. A monitoring period of between two and three weeks will be set. If the child's punctuality improves during this monitoring period, the parent will be informed and thanked.

Stage 2:

If the child continues to regularly arrive late for school or fails the Stage 1 monitoring period, the Deputy Primary Head will meet with the parent to discuss the child's lateness. Any further support that can be offered will be discussed. Support may include looking at external agencies such as Families First to become involved or completing some work with academy's Educational Social Worker. A monitoring period of between five and six weeks will be set.

Stage 3:

If a child's punctuality does not improve at Stage 2 or if they fail the monitoring period, the case escalates to Stage 3. This will be a meeting with the Primary Head and a member of the Governing Body. All support and actions so far will be discussed and a formal plan of action to ensure that the child's punctuality improves will be discussed.