

**BANG!**



**CRASH!**

**Be an  
Attendance  
H.E.R.O!**

**Here  
Every day  
Ready  
On time!**



**POW!**

**ZAP!**

***The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. (DfE Working together to improve school attendance Aug 2024)***

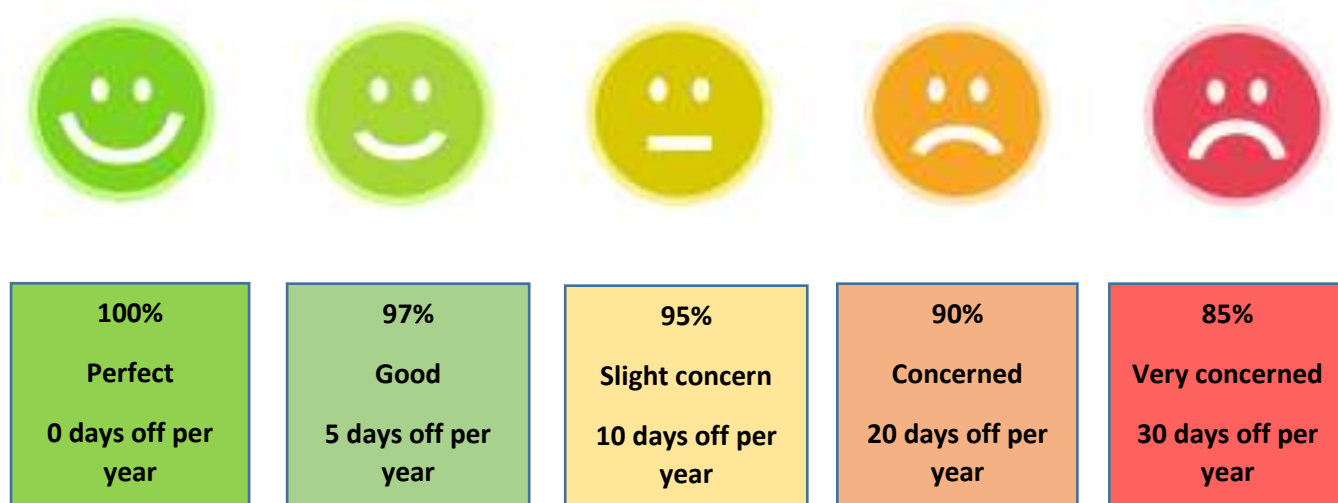
## **The Importance of Good Attendance**

Good attendance is a learned behaviour, and the most effective schools recognise the importance of developing good patterns of attendance from the outset. (DfE Aug 2024)

At William Austin Infant School we know that good attendance positively impacts children's learning and progress both academically and socially. We believe regular and punctual attendance at school is vital for effective learning, success and educational achievement. Good attendance is also essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. (DfE Aug 2024)

The pupils with the highest attainment at the end of Key stage 2 and Key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. (DfE Aug 2024)



## **Parents and Carers' Responsibilities**

**Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the 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 Aug 2024)**

- Parents and carers are by law required to make sure that their children who are on the school register attend school regularly and punctually
- Parents and carers are responsible for letting the school know about any pupil absence on the day of their absence
- Parents and carers must inform the school of the reason for their child's absence and indicate when he/she is likely to return
- Parents and carers to ensure routine medical/dental appointments are not during the school day
- Parents or carers must ensure that their child arrives at school and returns home safely

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-a-z/illnesses/child-too-ill-for-school/) is designed to support parents in their decision making about mild illness.

Parents and carers can inform the school of their child's absence by any of the following methods:

- Telephone or email on the first day of absence
- Personal contact
- Letter signed by parent, if necessary written by another family member

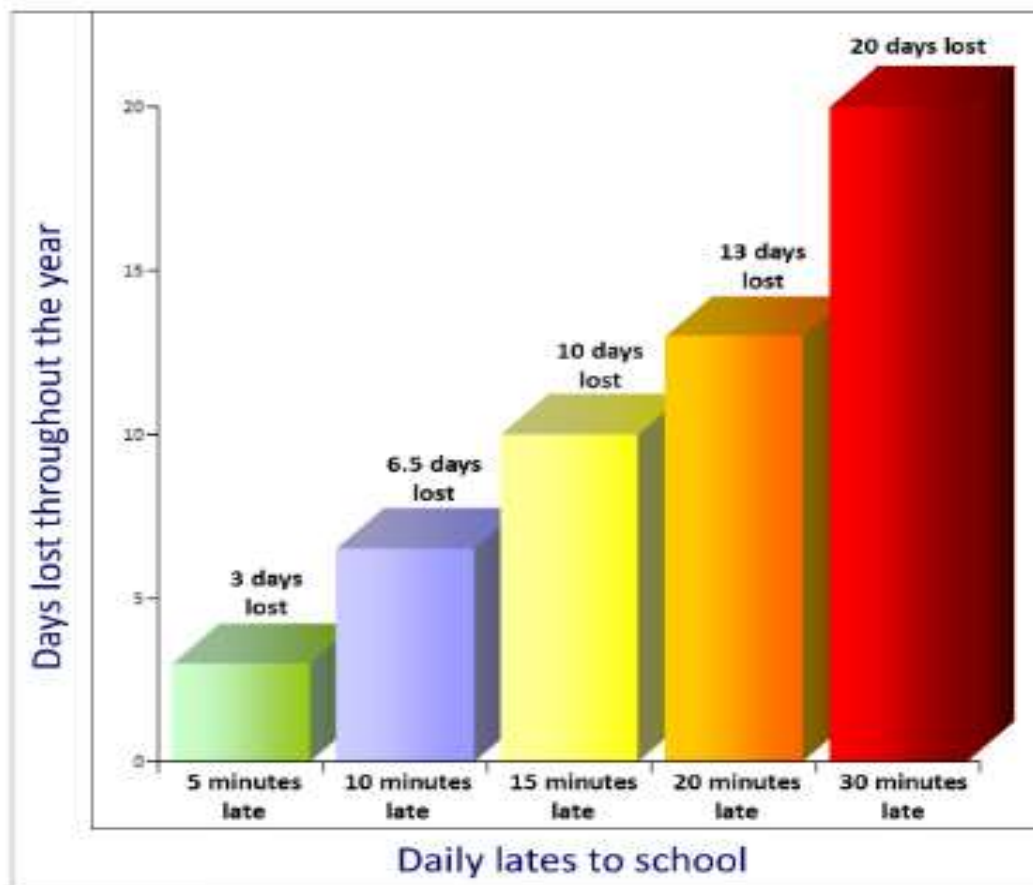
## Lateness

Classroom doors open at 8:45am and close at 8:55am, children should be brought to their external classroom door on their playgrounds. We encourage children from every year group to be independent and to walk into their classroom, having said their goodbyes on the playground.

If a child arrives after this time they will need to go to the school office where they will be marked as late. Pupils arriving after 9.25 a.m. will be recorded as an '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. Sanctions will not be imposed on pupils as it is the responsibility of parents and carers to ensure they arrive at school on time in the Infant school.

We will contact parents if children are late regularly to address lateness. Our Family Worker will speak to parents regarding punctuality and to find out the reasons for lateness and support families in helping them improve punctuality. If lateness is persistent, we will make a home visit via the Family Worker.

### Impact of Arriving Late to School



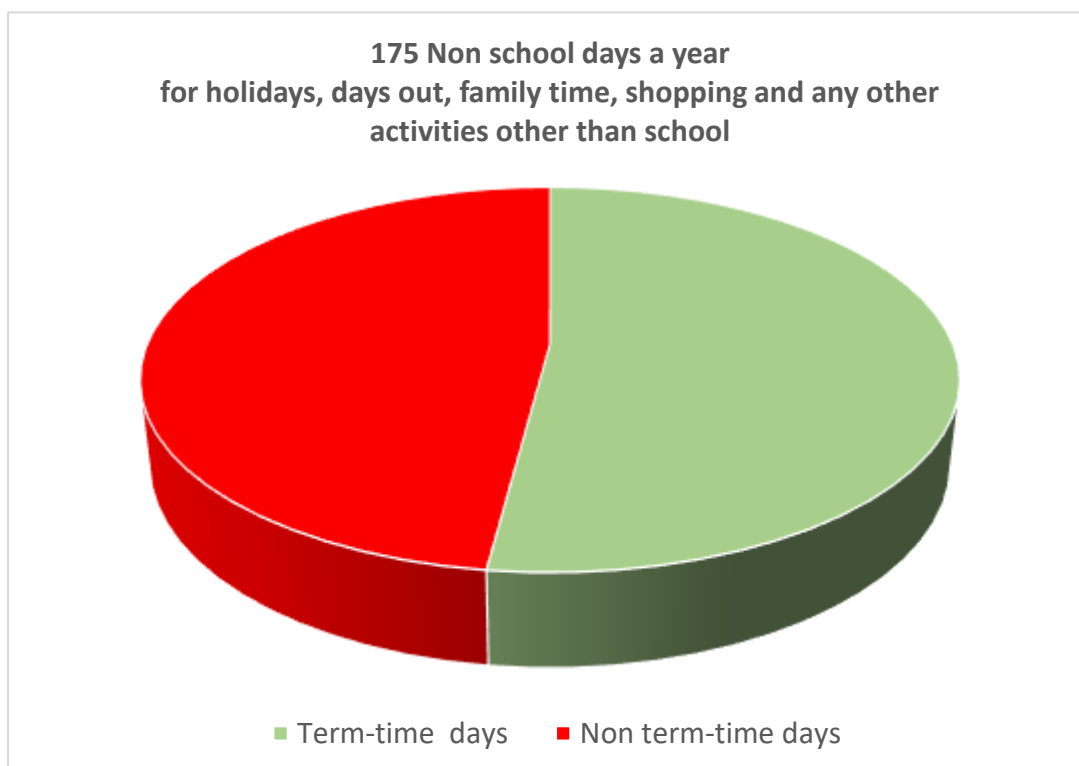
## **Leave of Absence**

All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from schools maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances. (DfE Aug 2024)

Exceptional circumstances refers to a situation that requires immediate attention such as critical illness or the death of a close family relative. The school may ask for documentation. Parents must ensure that family holidays and term time leave are arranged out of term time.

Parents are required to come into the school office to discuss any Leave of Absence requests prior to booking any flights, and complete a Leave of Absence form and provide flight booking details before they travel. Parents are welcome to request a copy of the Leave of Absence Guidance from the school office or download it from the school's website. Please also refer to our Attendance Policy on the school website.

**Children only attend school 190 days out of 365 days in a year. There are 175 days when children do not attend school.**



## **Unauthorised Absences and Consequences**

Please note that there is considerable pressure on places at the school, and we have waiting lists for places in year groups which are full. If parents and carers take their child out of school for an unauthorised leave of absence this will be referred to the Attendance Support Team.

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

If a pupil incurs 20 consecutive days of unauthorised absence the pupil may be removed from the school roll. If this occurs the school will inform the Attendance Support Team and will complete a Children Missing Education (CME) form. The parent will be informed of this action (having previously been made aware of the possibility) and that they (the parent/carer) will be required to apply for a new school place via Luton Borough Council Admissions Service.

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

We can achieve and maintain high attendance and punctuality by working together.

Parents' commitments

- report absences on the first day your child is unable to attend
- take family holidays outside of term time
- avoid making routine medical/dental appointments during the school day
- establish bedtime routines to ensure children are well rested
- promote the value of good attendance and punctuality at home
- advise school of any difficulties they may be having which is impacting on attendance/punctuality

School's commitment

- provide a clean, safe and happy environment for all children
- make parents aware of any attendance/punctuality issues via phone calls, letters and meetings
- support parents/carers to improve attendance/punctuality by addressing any concerns/issues which may be raised