



We Work Together To Succeed

**A SOUTH NORWOOD PRIMARY SCHOOL
GUIDE TO :**

ATTENDANCE AND PUNCTUALITY

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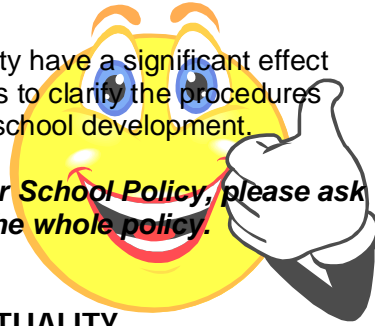
September 2008

Dear Parent/Carer

At South Norwood Primary School, we aim to promote a positive whole-school approach to the issues of attendance and punctuality, where all members of our school community understand the implications of regular attendance and punctuality.

Without question, poor attendance and/or punctuality have a significant effect on children's attainment and the aim of this Policy is to clarify the procedures to support our children in this vital element of their school development.

This leaflet provides only a brief overview of our School Policy, please ask at the Office if you would like to see a copy of the whole policy.



REWARDS FOR ATTENDANCE AND PUNCTUALITY



The following are awarded for 100% Attendance and Punctuality:

- 1 term Special Certificate
- 2 terms Special Certificate and Pencil
- 3 terms Special Certificate and Prize



Each week at the school's 'SHINE' assembly, the two Infant and Junior classes with the highest attendance and punctuality rates, receive a Class Certificate which is then displayed in their classroom. I monitor this data closely.

Each child has a 'Punctuality Chart' in their classroom and a sticker is awarded at the end of each week for 100% attendance and punctuality. These are brought home once complete.

Please remember to call the school and leave a message on the Ansaphone or speak to a member of the Office staff when your child is absent. If you anticipate that your child will arrive after the close of the Register, please also call.

Thank you

Mrs D Williams
Headteacher

PROCEDURES FOR MONITORING ABSENCE

Before we make a formal referral to our Education Welfare Officers (EWO), we work through the following procedures:

- first-day absence telephone contact with parent/carer;
- a letter is sent after 3 consecutive days' absence or 3 individual absences which are unexplained or where an unacceptable reason for the absence has been given;
- a letter is sent inviting the parent/carer to a meeting at the school to explore reasons for the absence;
- a further letter is sent inviting the parent/carer to a meeting at which the EWO will be present – at this meeting information about Parenting Contracts, Penalty Notices and fast-track prosecution under Section 444 of the Education Act will be shared with the parent/carer;

If attendance does still not improve, a formal referral is made to the EWO, which can result in a Court Hearing. *Further information about these sanctions can be found in our Attendance and Punctuality Policy – please ask to see a copy at the Office.*

Please note that if persistent absence is identified or a child is absent for more than 10 school days, the EWO is notified immediately.

REGISTRATION PROCEDURES



Any children who arrive late must report to the Office where their name, class and time of arrival is recorded by a member of staff. This information is later transferred to the Class Register and recorded as late before the Register closed.

KEY STAGE 2: YEARS 3 - 6

9.00am : *The whistle is blown in the Junior Playground*

The Registers for the children in Key Stage 2 close at 9.30am. Any child who arrives later than this time is recorded as late after the Register has closed, which, under DfES legislation, qualifies as an unauthorised absence.

FOUNDATION STAGE AND KEY STAGE 1: YEARS R – 2



9.10am : *The whistle is blown in the Infant playground.*

The Registers for the children in the Foundation Stage and Key Stage 1 close at 9.40am. Any child who arrives later than this time is recorded as late after the Register has been closed, which under DfES legislation, qualifies as an unauthorised absence.

APPLICATION FOR HOLIDAYS TAKEN DURING TERM TIME

Legally, there is no parental right to take children out of school for term time holidays. The Governing Body at South Norwood Primary School have agreed to authorise leave of absence for up to 5 days within the academic year. ***Please note that no authorised absence will be granted for Year 6 children during the week of their SATs Tests in May.***

The Headteacher assesses each request individually - our policy is as follows:

1. a Holiday Request Form must be completed at least one month in advance (*available from the Office*);
2. the child should have had at least 90% attendance in the school year to date, with a good record of punctuality;
3. no previous request for authorised absence has been made in the same academic year;
4. no absence will be authorised for children in Year 6 during the SATs Week;
5. the decision reached by the Headteacher (and the Chair of Governors if consulted), is final;
6. if leave of absence is granted, up to 5 days of authorised absence may be taken.

Please note that if children are taken away on holiday and no request for authorised absence has been requested, the school can classify the absence as unauthorised.

Children who do not return from an authorised absence of 5 days or less then receive unauthorised absence.

If the leave of absence is not authorised but still taken, the child is marked in the register as an unauthorised absence.

The consequences of an unauthorised absence are as follows:

- ***the issue of a fixed-penalty notice;***
- ***the use of parenting contract;***
- ***prosecution for non-school attendance.***



Please book your holidays out of term time wherever possible. Thank you.