



Attendance and Punctuality Policy

2019 -2020

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Thames View Junior School

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Rationale:

Thames View Junior School is committed to minimising unacceptable absences and improving the punctuality of children in order to ensure that their education is not disrupted by such absences and lateness. We aim to approach these issues positively, rewarding those whose attendance and punctuality is good whilst hoping to change the attitudes of those where it is poor. We believe that we must encourage children to attend school regularly, and to ensure that in doing so they arrive punctually. This fosters positive attitudes that will be invaluable in later life.

Purposes:

- 1) To ensure children attend school regularly, and arrive on time, in order to gain the greatest benefit from their education.
- 2) To have a set of procedures that follows up unexplained absences, and encourages children to improve their punctuality.
- 3) To have a system that rewards good attenders and punctuality.

Guidelines:

Attendance

We believe that children should strive to attend school for at least 97% of the time. If their attendance is less than this their education suffers and future achievement may be affected. We therefore intend to employ the following strategies to encourage positive attitudes to good attendance:-

- 1) Parents should be regularly reminded of the importance of good attendance. We intend to achieve this by:-
 - a) Making relevant comments about attendance in whole school newsletters.
 - b) Making a particular mention of attendance in the Home-School Agreement which all parents and pupils are to sign.
 - c) Stress the importance of good attendance at the 'new intake' parents' meeting held each July.
 - d) Discussing any concerns over children's attendance with their parents at Open Evenings.
 - e) Rewarding the best attending classes each term and half term.
- 2) An individual's attendance during the academic year will be included on their parental report with an indication of the date at which this was calculated. Attendance will be shown as a fraction of the total attendance possible.
- 4) When children are absent from school and parents have not contacted us to give a reason, the attendance officer will telephone or text to request the reason. If no information is provided, children will be marked as unauthorised.
- 5) The registers will be viewed regularly by the Access and Attendance officer who will make home visits where patterns and/or unacceptable levels of attendance are observed.

- 6) Children who fall below 90% are classed as persistence absentees- the parents of these children will be called in regularly for meetings with Academy Trust attendance officer. If no improvement is seen, school will initiate court action.
- 8) Those children who are 100% attenders will receive a certificates at the end of the Summer Term.
- 9) Teachers will encourage good attendance within their class - and welcome back to school those children who have been away due to illness, etc.
- 10) The attendance governor will review attendance figures on a regular basis. If a child has below 90% attendance a letter will be sent inviting parents to a meeting to discuss the issue.

Punctuality

We believe it is very important that the children are punctual for the start of school. The school gates open at 8.35am and school starts at 8.45am. Lateness means interruptions for the rest of the class and a loss of vital learning time for the individual.

We aim to encourage the punctuality of the children by:-

- 1) Teachers and support assistants setting a good example by being 'on time' for lessons and greeting their class on time after breaks.
- 2) The attendance officer will log all incidents of lateness. If children are late then a letter will be sent.
- 3) The 'Every Minute Matters Challenge' – Every day the whole class are in school and on time, they earn a letter from this phrase, one they have all of the letters they earn a non-uniform day.

In addition, teachers will discuss any concerns over children's attendance with their parents at Open Evenings.

Review Date: GB to determine