



NEWBOLD SCHOOL ATTENDANCE POLICY

Reviewed by Mrs J Crissey September, 2020

To be ratified by Newbold School Board of Governors by October 2020

NB: In light of full opening, the COVID-19 appendage is to be followed from September, 2020 until further notice.

AT NEWBOLD SCHOOL WE EXPECT THAT:

1. Children

- a. Attend school regularly.
- b. Arrive on time according to their designated staggered time

2. Parents / Carers should

- a. Ensure their child attends school regularly.
- b. Ensure their child arrives on time for school.
- c. Ensure their child is picked up on time at the end of school (3.30 p.m, Monday to Thursday and 12.30 p.m. on Fridays).
- d. Contact the school, on the first morning of absence, if their child is unable to attend for a valid reason and provide a note if necessary and call or email daily to confirm continued absence thereafter.
- e. Inform the school immediately if their child is presenting COVID-19 symptoms (see COVID-19: guidance for households with possible coronavirus infection).
- f. Inform the school immediately if anyone in their household has tested positive for COVID-19 and keep their child home for 14 days or until a negative test has been returned).
- g. Support the school in its aim to raise the achievement of their child through full attendance at school.
- h. Provide at least 2 (preferably 3) urgent contact numbers to the school.

3. The School

- a. Ensure efficient and accurate electronic registration of pupils.
- b. Contact parents/carers if a child fails to attend without a satisfactory explanation.
- c. Investigate any unexplained absences and, if deemed necessary, send a member of staff to the parents' home. Call the police if parents cannot be contacted.
- d. Promote positive attendance.
- e. Liaise with Bracknell Forest Education Welfare Office, as needed.

REGISTRATION PROCEDURES

The register is a legal document.

- Our registers are electronic and are taken at the beginning of each morning and afternoon
- Lateness will be noted. The school gates will be closed and locked after all staggered start times have passed for security reasons.
- Parents should not enter the school building **at any time** without an invitation.

POSITIVE ATTENDANCE PROMOTION

We try to promote positive attendance by Impressing upon parents/carers the importance of regular attendance in raising standards throughout the school.

Monitoring

- Class teachers will bring any concerns about absence or persistent lateness to Mrs Crissey, the Headteacher.
- Parents will be issued with late slips in their child's book bag. More than 3 absences/late slips in one week will require parents to make an appointment with the class teacher to discuss any issues that may be affecting persistent lateness.
- After the parent-teacher discussion, the class teacher will refer any further late arrivals to the Headteacher.
- The Headteacher will contact parents/carers where deemed necessary.
- The Headteacher will refer persistent latecomers to the Education Welfare Officer, where deemed necessary.

Extended holidays

Children should be in school during term time. It is not in their interests to take extended holidays when they will miss vital instruction and activities related to their programme of study. Furthermore, it is not reasonable to expect the class teacher to prepare extra work for the child to take with them whilst holidaying, with the resulting marking, or to personally coach that child on return so that they can catch up with their peers.

The Headteacher **will not** authorise children's absences due to holidays during term time.

Unauthorised absences for extended or term-time holidays will incur a fine of £50 per day.

Any parent/carer who may find it absolutely necessary for their child to be away from school during term time must complete an absence request form and submit it to the school office. ***It is illegal for a child to be withdrawn without permission and we are obliged to report such absences to the Education Welfare Office.*** Parents/carers will need to make quite clear the reasons for withdrawal during term times and these **may not** include the following:

1. Availability of cheap holidays
2. Availability of accommodation
3. Better weather
4. Overlap with the beginning or end of term
5. Birthday treats and trips

COVID-19 APPENDAGE for 2020-2021

EMERGENCY MEASURES TO AVOID COVID-19 (added March 2020 and revised in August 2020 and September 2020 - to remain in force as long as the coronavirus threat remains).

Updated DfE guidance for schools state: *'It is vital that children and young people return to school and college, for their educational progress, for their wellbeing, and for their wider development. School attendance will be mandatory from the beginning of the new academic year. This means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly.'*

'It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- *it is the parents' duty to ensure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;*
- *it is the schools' responsibility to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct'*

Parents must inform us if their child falls under this category and a doctors note will be required: *'a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because*

they are a close contact of someone who has coronavirus (COVID-19).' In this case, absence will not be penalised.

School staggered start and end times will be introduced from September 2020, in response to Government guidance, until further notice:

KS2 - Arrival: 8.45am - 8.50am. Departure: 3.30pm

KS1 - Arrival: 8.50am - 8.55am. Departure: 3.25pm

EY - Arrival: 8.55am - 9am. Departure: 3.20pm

The Popeswood gate will be locked at 9.05am.

Please note that children should be sent to school only if they are well enough (with no COVID-19 symptoms) and are not self-isolating. Children should not be sent to school if they are not well enough or need any medication (such as, paracetamol, calpol, ibuprofen).

Children with a temperature at or over 37.7c will be sent home and will need to remain at home for 10 days.

We will check each child's temperature during morning registration and during the day (if necessary) using an accurate and non-contact infrared thermometer. If a child's temperature rises to 37.7 or over, we will call the parents to come and collect him/her. In such cases, the child should stay off school for 10 days. If we notice a child's temperature rising, and continues to do so, we will monitor it and call the parents to come and collect them.

(See our Health and Safety, Safeguarding, Admission First Aid, and Sick Children Attending School policies)