



*Learning through hard work, friendship and fun.*

# **Mill Lane Attendance Policy**

**Adopted :March 2021**

**Review Date : March 2023**

Appendix 1 indicates alterations to arrangements due to COVID 19. This will be removed as and when school reverts to “normal” practice.

## Attendance Policy

The school aims to ensure all children achieve their full potential in all aspects of their school life **and are safe at all times**. In order to achieve this it is vital that children attend school every day.

It is the legal responsibility of all parents to ensure their child(ren) attend school every day.

If your child is absent from school you should contact the school office by 9am or as soon as possible on the first day of absence; this can be done by telephone on 01924 477544 in writing or by text message on 07864 116308.

If school is not contacted by parents then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. If no reason can be found (if parents cannot be contacted) the absence will be recorded as unauthorised. If no reason for absence is received, the absence will continue to be recorded as unauthorised. If parents or **other named contacts** cannot be contacted, we will carry out a home visit and **if we are still unable to locate your child we will contact the Police and report your child missing**.

Attendance will always be a high priority for school and we expect 100% attendance for all children. We will continue to promote attendance in a positive way through assemblies, certificates and prizes.

In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.50 and the register is taken at 9am. Children arriving between 9.00am and 9.15am will be recorded as being late. Children arriving after 9.15am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning and the absence will be recorded as being unauthorised.

If your child arrives at school after 9am you will be required to bring them into school and sign the "Late Book" explaining why they are late.

All requests for term time absence will be termed as "leave of absence". The school will not authorise any requests for leave of absence other than in exceptional circumstances. Parents will have to demonstrate that the leave is exceptional **to the child**. Any request for leave of absence should be made in writing. A form is available from the school office.

If a child is taken out of school for an unauthorised leave of absence then a Fixed Penalty Notice may be issued. Fixed Penalty Notices are calculated as follows:

£60 per **\*parent** per child if paid within 21 days.

£120 per **\*parent** per child if paid after 21 days but before 28 days.

Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1000 and you will receive a criminal record.

Where parents continue to take unauthorised leave of absence, despite having previously been issued with a penalty notice, the Local Authority will consider a direct prosecution Section 444 of the Education Act 1996.

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

Attendance below 90% will trigger the involvement of the Attendance and Pupil Support Service.

***\*Parent, as defined by the education act 1996 section 576, means any adult who has parental responsibility for a child (as defined by law) or any adult who has care of a child. This applies regardless of whether or not the adults are birth parents.***

## Appendix 1

During times of COVID the following information relates to the school day.

### **ARRIVAL AND DEPARTURE**

On a morning, we will do the following:

**Nursery** arrive at the main gate at **8.45am**.

**Reception** arrive at the main gate at **8.50am**

**Classes 1 & 2** arrive at the main gate at **8.55am**

**Class 3/4** arrive at the main gate at **9.00am**

**Class 4/5** arrive at the main gate at **9.05am**

**Class 5/6** arrive at the main gate at **9.10am**

No adults will be permitted access beyond the main gate so we ask that you do not arrive until your allocated time. I know this makes it difficult for families with several children but we have to keep the classes separate in school so I am asking you to respect each other and remain at least 2 metres apart from others and wear a mask.

Please DO NOT stand close to the school gates.

An adult will direct your child to the entrance they will use and then they will be taken straight to their classroom.

There will be no opportunity to speak to staff at either end of the day so any communication needs to be via the school office.

### **When leaving school we will do the following:**

**Nursery** **11.45 and 12.00** children will be released to you at the main gate – you can arrive at any point between these times but we ask you to observe social distancing.

**Reception** **3.10pm** children will be brought to the main gate and handed to their adult one at a time.

**Year 1** **3.15pm** children will be brought to the main gate and handed to an adult one at a time.

**Year 2** **3.20pm** children will be brought to the main gate and handed to their adult one at a time.

**Class 3/4** **3.25pm** – children will be released from school via the main gate. They will be let out without an adult unless you contact us to let us know who you wish them to be released to.

**Classes 4/5** **3.30pm** - children will be released from school via the main gate. They will be let out

**& 5/6** without an adult unless you contact us to let us know who you want them released to in which case they will leave and be handed to an adult via the Bromley Street gate.