

Clewer Green CE Aided First School

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk
Headteacher: Mr M Tinsley



Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

'I can do all things through him who strengthens me'

Philippians 4:13

ATTENDANCE POLICY

**THIS POLICY MUST BE READ IN CONJUNCTION WITH OUR
CHILD PROTECTION COVID-19 ADDENDUM**

Introduction

Our aim, in line with our distinctively Christian values, is for every child, to have the support that they need, and, by example and direct teaching, promote a Christian ethos within the school, whilst recognising that not all of its members will be practising Christians.

For a child to reach their full educational potential a high level of school attendance is essential and we will consistently work towards a goal of 100% attendance for all children.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance including e.g. newsletters and end of term reports. Families of children who are persistently absent or late will be referred to the Educational Welfare Officer (EWO) of the Borough.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE).

Each year the school will examine its attendance figures and set attendance/absence targets. The school attendance target is currently set at 96%.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it, the procedures that the school will use to meet its attendance targets.

School Procedures

1. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised (C), unauthorised (O), holiday approved (H), holiday unauthorised (G), approved educational activity (V) (attendance out of school), or approved sporting activity (P).
2. Only the Headteacher or a member of staff acting on their behalf can authorise absence on behalf of the Governing Body. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

1. Morning registration will ordinarily take place at the start of school at 8.55 am. However, during the academic year 2020-21 we are operating a staggered soft drop off for each year group in various areas of the school, which are as follows:

Foundation Stage	08:30 to 08:40
Year 1	08:45 to 08:55
Year 2	09:00 to 09:10
Year 3	08:45 to 08:55
Year 4	09:00 to 09:10

2. Any pupil arriving after this time (or after their specific soft drop off time during the Coronavirus pandemic) will be marked as having an unauthorised absence (U) unless there is an acceptable explanation i.e. school transport was delayed.
3. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate absence code will be entered.
4. The afternoon registration will ordinarily be at 1.00 pm for Foundation Stage and Key Stage 1 and 1:10 pm for Key Stage 2. However, during the academic year 2020-21 there are staggered lunch times in place which are as follows:

Foundation Stage	11:30 to 12:30
Year 1	11:45 to 12:45
Year 2	12:00 to 13:00
Year 3	12:15 to 13:15
Year 4	12:30 to 13:30

5. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late (L) before registers close. Children arriving at school 10 minutes after their allocated drop off time will be required to sign in as Late on our electronic signing in system.
6. A letter, outlining the implications of lateness, will be sent home to the parents of children who are persistently late to school [see Appendix A].
7. If lateness continues to be an issue after the letter from the school (Appendix A) has been sent a referral to the Educational Welfare Officer (EWO) will be made and followed up through the Local Authority's procedures.

Illness and Other Absence

1. Parents must inform the school if their child is going to be absent on or before the first day of illness. This must be followed up in writing to explain the reason for the absence. If no reason is given within 2 weeks the absence will become unauthorised.
2. When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours but we acknowledge that this is not always possible.
3. Children absent from school for filming or modelling work will be recorded using the Local Authority recognised guidelines.

Reviewed: October 2020
Review: October 2022

_____ Date _____

Sarah Langley, Chair of Governors

APPENDIX A – PERSISTENT LATENESS LETTER

Clewer Green CE Aided First School

Hatch Lane, Windsor. SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk
Headteacher: Mr M Tinsley



(Date)

Dear Mr & Mrs (X)

Re: Persistent Lateness of (X)

I am writing with our concerns over the number of times that (X) has been late in to school over this term, which numbers (AA) times.

Research has demonstrated that regularly coming in to school late has many detrimental effects on a child, including anxiety and embarrassment, along with the obvious impact on their learning. In fact the Local Authority are now keeping a very close eye on attendance at all of the schools in the Borough and lateness is one of the issues that they could contact parents about having assessed our registers, which they do on a termly basis.

In the worst case scenario this could lead to parents being fined by the Local Authority or even a court hearing, as persistent absence and lateness are now regarded to be Safeguarding issues.

I would ask you to help (X) to achieve the best that they can in their learning by ensuring that they are delivered to their class teacher on time (8:50 am) so that they can be in the best frame of mind to start their academic day.

Whilst we understand that families do have great stresses on their time, we all want the very best for the children who attend Clewer Green and I am sure that you will endeavour to get (X) here on time in the future.

Thank you for your support on this matter and if you wish to discuss this any more detail please do make an appointment to see me.

Yours sincerely,

Martin Tinsley,
Headteacher