



A parent's guide to attendance and punctuality



MALET LAMBERT
SCHOOL

The Importance of Punctuality

The issue of poor punctuality must be taken very seriously.

When a pupil arrives late, they miss out on essential instructions given at the beginning of the lesson/ school day. This reduces their chances of academic success.

Poor punctuality can also cause social disruption – children and young people may feel uncomfortable and embarrassed arriving to the classroom when everyone else is already settled. In fact, when one pupil arrives late it disrupts the teacher and the rest of the class, compromising everyone's learning.

Malet Lambert School strongly encourages good punctuality and does not tolerate lateness. The guidance is intended to ensure that parents and carers across our school community develop a consistent understanding of schools' expectations and the response they are likely to receive on this matter.

Legal and National Context

Education Act of 1996

DFE Guidance on Keeping Pupil Registers

We are advised that pupils arriving late after the registers close must be marked as unauthorised absence (U) when there is no valid reason to mark it otherwise. Persistent patterns of late arrival can provide grounds for prosecution.

Under section 7 of the Education Act 1996, a parent is responsible for ensuring that their child of compulsory school age (5-16) receives sufficient and suitable education, either by regular school attendance or other arrangements. This means that the parent of a child registered at a school has a legal duty to ensure the child's regular attendance. Failure to fulfill this duty is an offence under section 444(1) of the Education Act 1996 and could result in a penalty notice or prosecution.

For more information and policy please visit our website:

<http://www.maletlambert.co.uk/pages/attendance>

Lateness Sanctions



Lunchtime detention
with Pastoral Leader



Phone call/letter home
from tutor



Whole school detention



Parental interview and
contract with Pastoral
Leader



Isolation and parental
contact



Review of contract
and parental interview
with Deputy/Assistant
Headteachers

“Good attendance is fundamental to raising achievement.”

Why is attendance important?

Poor attendance can seriously affect your child's:-

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

Arrival and Registration

Your child should be in the school ready to register at 8.40 a.m. each day:

- Registration takes place in form rooms
- Registration takes place twice a day. 8.40am – 9.00am and 1.10pm
- A day counts as 2 session attendances.
- Late marks are given to students who arrive after 8.40 am in tutor time and between 1.15pm and 1.45pm in period 4.
- An unauthorised absence will be given to students who arrive after 9.30am or 1.45pm
- Students should report to the Attendance Officer to be given the appropriate late mark.

Absence from school

When a child is absent from school, parents should contact the school as soon as possible on the first day of absence informing the school of the reason for absence.

Every half-day absence has to be classified **AUTHORISED** or **UNAUTHORISED** by the headteacher. This is why information about the cause of each absence is always required.

If your child will be absent from registration please ensure you notify the attendance office in writing, by phone call or text message.

Please contact the attendance office directly on 01482 374211 / 0845 355 8088 or via text message on 07624 806339

We ask that you call or text each morning to confirm on-going absence.

Medical certificates will be requested for unacceptable levels of absence.

All non-medical reasons of an absence the school require a written explanation of why your child was absent. The attendance office will request this if it is not produced.

Medical Appointments

- Every effort should be made to arrange medical appointments outside school hours.
- If appointments must be made in school time please try and ensure that pupils attend for morning / afternoon registration before leaving for the appointment. This ensures that pupils receive a session mark for the half day.
- Students must obtain a green 'permission slip' from the attendance office before leaving the school for medical appointments.
- If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Family Holidays/Absence during Term Time

As you are aware, parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, have to apply for permission in advance.

Leave of Absence may only be granted by the Headteacher.

A student may be granted Leave of Absence to enable him/her to go away on holiday where:

- (a) an application has been made in advance to the Headteacher by a parent with whom the child normally resides, and;
- (b) the Headteacher considers that Leave of Absence should be granted due to the exceptional circumstances relating to that application.

Exceptional circumstances include:

- Service personnel and other employees prevented from taking holidays outside term time if the holiday will have minimal disruption to the student's education.
- When a family need time together during or after a 'crisis'.

If a request, or any part of it is refused, and the child does not attend the School, or if days in excess of granted leave are taken, that absence will be UNAUTHORISED.

The Education Welfare Service will be informed of UNAUTHORISED ABSENCES relating to requests for Leave of Absence and will take appropriate action, which could include a Penalty Notice or prosecution.

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. Authorised absence from school can only be authorised by the headteacher.

Authorised absences still affect a student's overall attendance percentage. The following are examples of what is an authorised absence:

- Hospital appointment
- Religious observation
- Doctors/dentist appointment
- Approved extra-curricular activity (after discussion with the school)
- Funeral – close family member

For approved extra-curricular activities written evidence will be requested.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher. Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. Examples of unauthorised absence include:

- Holidays during term time
- Truancing
- Looking after siblings
- Lateness over 30 minutes
- Treats, i.e. attending concerts
- Weather-related absence

Penalty notices

We work with the Education Welfare Service who will issue Penalty Notices on behalf of the local authority.

Attendance Scale

96 - 100%

You are on track for outstanding attendance.

Key worker: Form Tutor

93 - 96%

Letter sent by tutor, organised through ALO. Attendance could begin to affect your learning and progress.

Letter sent home. Tutor to continue to monitor.

Key Worker(s): Form Tutor and ALO

90 - 93%

Attendance is in danger of affecting learning. Phone call from pastoral leaders. Pastoral leader to monitor until above 93%.

Key Worker(s): Tutor and Pastoral Leader.

87 - 90%

In danger of becoming a persistent absentee. Phone call home and meeting in school with the progress leader. Progress leader to monitor until above 90%.

Key Worker(s) ALO and Progress Leader

85 - 87%

In serious danger of becoming a persistent absentee. Contact and work with attendance officer & education welfare officer. Attendance action plan.

Key Worker EWO, Progress Leader and ALO monitor until above 87%

<85%

You are now a persistent absentee. Meeting in school/home visit. EWO involved for monitoring and group work. Plan of action and key worker assigned.

Key Worker(s) Progress Leader, Pastoral Leader, ALO, EWO, SEN, Mentors, LSU, SLT

