



**Beaumont
Primary
School**

A Learning Community Partnership

**Procedures in
Attendance,
Lateness,
Sickness and
the Absence
Management of
Pupils
Academic Year
2019 – 2020**

Attendance Registers

Registers are taken promptly at 9.00am every morning. If your child is late, they should report to the School Office upon arrival to enable their presence to be recorded.

When marking the attendance register in school, the reason for a child's absence is noted. Parents are to contact the school on the first day of absence by **9.15am** to advise the reason. If the school is not informed of the reason, the absence is marked as unauthorised. After 9.15am the school will endeavour to make contact with a family member, via text alert message or telephone call, to establish the whereabouts of a missing child in order for the school to confirm your child is safe.

Intermittent absence due to illness may require proof in the form of a letter from your GP / hospital appointment confirmation. For safeguarding, the police may be alerted of the missing child if the school are unable to make contact with a parent / carer.

Holidays in Term Time

The Department for Education have made it clear that Headteachers may not grant **any** leave of absence during term time, unless there are exceptional circumstances which are interpreted as "... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time". Therefore, applications for leave for family holidays will not be granted.

The Governors do not wish to impose fines; however they reserve the right to notify the Local Authority where absence is taken without authorisation.

Parents/carers are requested to complete an 'Application For Pupil Leave Of Absence From School' form, for the Headteacher to consider.

"Parents have a legal duty to make sure that their child attends school regularly".

Returning to School after Illness

Should your child have been absent from school due to vomiting and / or diarrhoea, they should not return for 48 hours from the last bout. If your child has suffered from diarrhoea and is currently taking swimming lessons regulations will not allow him / her to return to the pool for 2 weeks.

Lateness – At the Beginning of the School Day

Children are expected to be on time (in their classroom by 9.00a.m.) at the beginning of the school day. Parents / carers will be notified if their child is frequently late. Children arriving after the close of registers at 9.15am will be marked as an unauthorised late. If your child is late they need to be **accompanied by an adult to the School Office** to understand why they are late. A telephone call will be made to the parent / carer for an explanation if they are not accompanied. To avoid this inconvenience, please ensure your child is on time. The Education Welfare Officer will carry out unannounced inspections to check children are arriving on time. Children should report, with an adult, to the School Office if they are late.

Lateness – Home Time Collection

In cases where parents are persistently late to collect their child from school, the Education Welfare Service will be advised and they will make contact with the family to discuss the issues. If this intervention does not resolve the difficulties, a referral will be made to Social Services.

Collection times are:

3.10pm Infants – Reception, Years 1 and 2

3.15pm Juniors – Years 3, 4, 5 and 6

In exceptional circumstances, any child remaining in school at 5.00pm will be referred to Social Services.

Local Authority Fixed Penalty Notices and Fast Track Prosecution

The school has been advised by the Education Safeguarding and Investigations Officer that unauthorised absences, which includes lateness after registration has closed at 9.15am, may result in the Local Authority deciding to issue you with a Fixed Penalty Notice in respect of your child's attendance.

The Local Authority is able to prosecute parents for non-attendance of their child at school and for poor punctuality / lateness. Fines can range from £60 to £120 and are issued by the Local Authority. A fast track scheme, which ensures that there are no undue delays in undertaking court action, is in place.

Truancy Sweeps

Truancy sweeps are carried out within the area and parents / carers may be approached by an officer if seen with a child out of school during the school day. The Education Welfare Service is working alongside the local Police, to challenge parents who are keeping their children off school for trivial reasons and for identifying children who regularly truant.

THE INFORMATION IN THIS PAMPHLET RELATES TO THE CURRENT SCHOOL YEAR AND WAS CORRECT AT THE TIME OF PUBLICATION