

## Attendance and punctuality policy - key points summary

At Frogwell Primary School we understand that regular school attendance and punctuality is the key to enabling children and young people to maximise the educational opportunities available to them.

- The Frogwell school day is 08:45 until 15:15 (gates and classrooms are opened for arrival from 08:40).
- School starts at 08.45 and the register closes at 09.10
- Each school day consists of two sessions (morning and afternoon). A register will be taken at the start of each session recording whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances
- If a child arrives at school late, the parent/carer is required to sign them in at the school office and provide the reason for the lateness, which will be recorded.
- Children must be collected from school promptly at 15:15, or at the arranged time for an after-school club / wraparound care.

### Absence from school

There are only a very small number of acceptable reasons for children to be absent from school.

1. When the child is genuinely too ill to attend (low-level coughs and colds should not generally require an absence)
2. When the Headteacher has granted a leave of absence in exceptional circumstances (*The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance*).

### Reporting an absence

All absences must be reported electronically by 09:00:

- 1) Via the school website [www.frogwell.co.uk](http://www.frogwell.co.uk) and choose the 'REPORT AN ABSENCE' shortcut in the bottom left hand corner of the homepage. This will take you directly to a simple online form where you will fill in your child's name, class, the date and give the reason for the absence.
- 2) Via email to the dedicated email address [attendance@frogwell.wilts.sch.uk](mailto:attendance@frogwell.wilts.sch.uk)

It is essential that a clear and specific reason for the absence is given, not just "my child is ill/sick".

Where the parent/carer has contacted the school using the proper channels (see above), they can then expect a follow-up phone call from a member of the school's pastoral or admin team later in the day. The purpose of this call is to check on the child's welfare, offer any necessary support, discuss a likely return date and agree contact arrangements between home and school for subsequent days of absence.



## Frogwell Primary School & Complex Needs Resource Base

www.frogwell.co.uk  
01249 652815

Frogwell Primary School, Derriads Lane  
Chippenham, Wiltshire, SN14 0DG  
Headteacher - Rachel Neville

If absence is not explained satisfactorily by parents/carers, it will automatically be recorded as unauthorised.

### **Concern for the welfare / safety of a child connected to absence**

If we cannot speak directly with parents/carers when a child is absent, then we will make contact with the nominated emergency contacts to establish the reason for absence; this is in line with school safeguarding procedures.

### **Who to contact at school regarding attendance and punctuality**

If you have concerns about your child's attendance or punctuality and need some support or advice, please contact any of the following people:

- your child's class teacher for an initial discussion
- our Pastoral Support Assistant, Miss Wakeham (via the school office or via email on [attendance@frogwell.wilts.sch.uk](mailto:attendance@frogwell.wilts.sch.uk) )

### **Responsibilities of parents/carers**

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs which they may have. Most parents choose to fulfil this responsibility by registering children at a school.

Parents have a legal responsibility to ensure their child's regular attendance (s7 Education Act 1996).

### **Penalty notices for unauthorised absence**

Parents/carers should be aware that if a pupil accumulates 10 or more sessions of unauthorised absence or unauthorised leave of absence in a rolling period of 10 school weeks, the school will notify the Local Authority and a Penalty Notice will be issued by the LA to each parent for each child where that applies (e.g. two parents with two children who take a holiday in term time can expect to receive four penalty notices).

The new national framework allows for parents to receive a maximum of 2 penalty notices for each of their children in a 3-year period:

- the first penalty notice issued in respect of an individual child will be in the sum of £160 to be paid within 28 days, reduced to £80 if paid within 21 days
- the second penalty notice issued in respect of the same child within 3 years shall be in the sum of £160
- if the national threshold is met on a third or subsequent occasion in 3 years then the local authority may present the matter to the magistrates' court
- NB: there is no right of appeal against a penalty notice

For further information please refer to the full [Attendance and Punctuality policy](http://www.frogwell.co.uk/attachments/download.asp?file=472&type=pdf) [ss1]  
[www.frogwell.co.uk/attachments/download.asp?file=472&type=pdf](http://www.frogwell.co.uk/attachments/download.asp?file=472&type=pdf)



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