



# Newby and Scalby Primary School

( An Academy within Coast and Vale Learning Trust )

## Academy Policy

# Pupil Attendance and Punctuality Policy

Approver: Headteacher  
Review Cycle: Every 2 years

### Revision History

Date	Version	Short Description of Changes	Approved by:
Sept 2012	V1.00	Policy Approved	SLT
Nov 2014	V1.00	No Changes	SLT
Jun 2019	V1.01	Job titles /service names updated	HT
Mar 2023	V1.02	Revised by Inclusion	HT

The School will adhere to the Data Protection Principles and other legislative requirements set out in the Data Protection Act 2018, General Data Protection Regulation, and related information governance legislation.

### Policy statement – Pupils’ Punctuality and Attendance

(To be read in conjunction with DfE and NYCC policy statements)

**The highest standards of attendance and punctuality are encouraged for all pupils at all times.**

**School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.**

**Where a child’s attendance causes concern, the following parameters and actions will be considered by the Headteacher:**

**(Each case will be considered individually based on circumstances)**

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	<ul style="list-style-type: none"> <li>• Attendance will be monitored by the Pastoral Support Officer and attendance history considered</li> <li>• Contact with parents/carers if deemed necessary</li> </ul>
90% attendance or below at any point within an academic year	<ul style="list-style-type: none"> <li>• Letter to parents/carers asking them to work with school to improve attendance</li> <li>• Discussion with parents/carers to develop a plan of action – Early Help Team</li> </ul>
Repeated incidences of illness-related absence	<ul style="list-style-type: none"> <li>• Discussion with parents/carers</li> <li>• Referral to school nurse</li> <li>• Request that parents/carers provide proof of doctor’s involvement (appointment card with child’s name on / letter / copy of prescription etc)</li> <li>• Work for the pupil might be sent home to be completed</li> </ul>
Repeated arrival at school after 8.40am  EYFS arrival at school after 8.50am	This will be marked in the class register as a LATE. <ul style="list-style-type: none"> <li>• Letter to parents/carers requesting that the matter is addressed and offering support</li> <li>• An action plan to be established</li> <li>• Consideration of request from outside agencies through the Children &amp; Families Service – Early Help Team</li> </ul>
Repeated arrival at school after 9.10am	This will be marked in the class register as an UNAUTHORISED ABSENCE for the session. <ul style="list-style-type: none"> <li>• An action plan to be established</li> <li>• Referral to the Children &amp; Families service for consideration within NYCC policy and practice guidelines – Early Help Team</li> </ul>