



St. John's CE Primary School  
Wetley Rocks

# Attendance Policy

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# St. John's CE Primary School Attendance Policy

*Shine like the star you are.*

This policy is guided by the Department for Education document: 'Working Together to Improve Attendance / May 2022'.

*"Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility".*

## **Principles:**

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- This policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, special educational needs, and support for children with medical needs.
- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

## **The importance of good attendance and its link to attainment:**

*The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.*

*At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall attendance rate of 95.3%, compared to 96.5% among those meeting the expected standard.*

***90% attendance is the equivalent of your child missing 1 full day of education over a two week period.***

## **Parents or Carers Responsibilities:**

- Parents have a legal duty to ensure that their children of compulsory school age attend school.
- Make medical, dental or other appointments outside the school day wherever possible.
- Ensure the school is aware of any circumstances that may be likely to affect your child's attendance.
- Encourage good routines at home which promote a healthy lifestyle including children getting enough sleep.
- Avoid booking holidays in term time – this will only be authorised in exceptional circumstances. All unauthorised holiday requests will be referred to the Education Welfare Team which may result in a fixed penalty notice fine.
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness, or contact the school office for further guidance.

**The member of staff in school who oversees attendance is: Mrs Sarah Stone**

### **Requesting absence in term time:**

#### **What should parents do if they wish to request a leave of absence?**

As advised by the Department for Education, the Headteacher will only grant a leave of absence in 'exceptional circumstances'. A regular holiday, regardless of parental holiday entitlement and issues, will not be authorised.

To request leave, a form, which can be collected at the office needs, to be completed.

The head teacher will consider whether the leave will be authorised or unauthorised on an individual basis. This decision will be communicated in writing to the parent requesting the leave. If the absence is unauthorised, this does not prevent people taking the leave, however all unauthorised absence will be referred to the Education Welfare Team which could result in a fixed penalty notice fine.

Official Religious holidays will be authorised, but the number of days allowed is stipulated by the Local Authority.

Nursery holidays (pupils under 5 years old) will be authorised as these children are non-compulsory school age.

#### **How much is a fixed Penalty Notice Fine?**

A fixed Penalty Notice fine is £60 (rising to £120) per parent per child being issued by the Local Authority.

A penalty notice is initially for £60. If this £60 is not paid within 21 days from the date of issue it rises to £120. If, after 28 days of the date of issue the £120 is not paid The Local Authority may prosecute the parents under section 444(1) of the Education Act 1996. This can lead to a hearing in the Magistrates Court.

#### **Circumstances where a Penalty Notice may be issued:**

- A Penalty Notice can only be issued in cases of unauthorised absence.
- There will be no limit on the number of times a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.

#### **Absence Procedures:**

If your child is unable to attend school or nursery for any reason, or will be late, please telephone the school office on 01782 550309 by 9:15am and leave a message on the absence line stating:

- your name's name
- class
- full reason for the absence giving full details if unwell.

\* If your child has sickness or diarrhoea we ask that he/she does not return to school for 48 hours after the last episode of illness as this type of illness can be very infectious.

Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do not keep your child away from school 'just in case' when they could be in class learning with their friends.

If you are unsure of whether to keep them off, how long they should be off for or when to send them back, then there is a useful link on our website 'should my child go to school?' <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx> which links to the NHS information and guidelines.

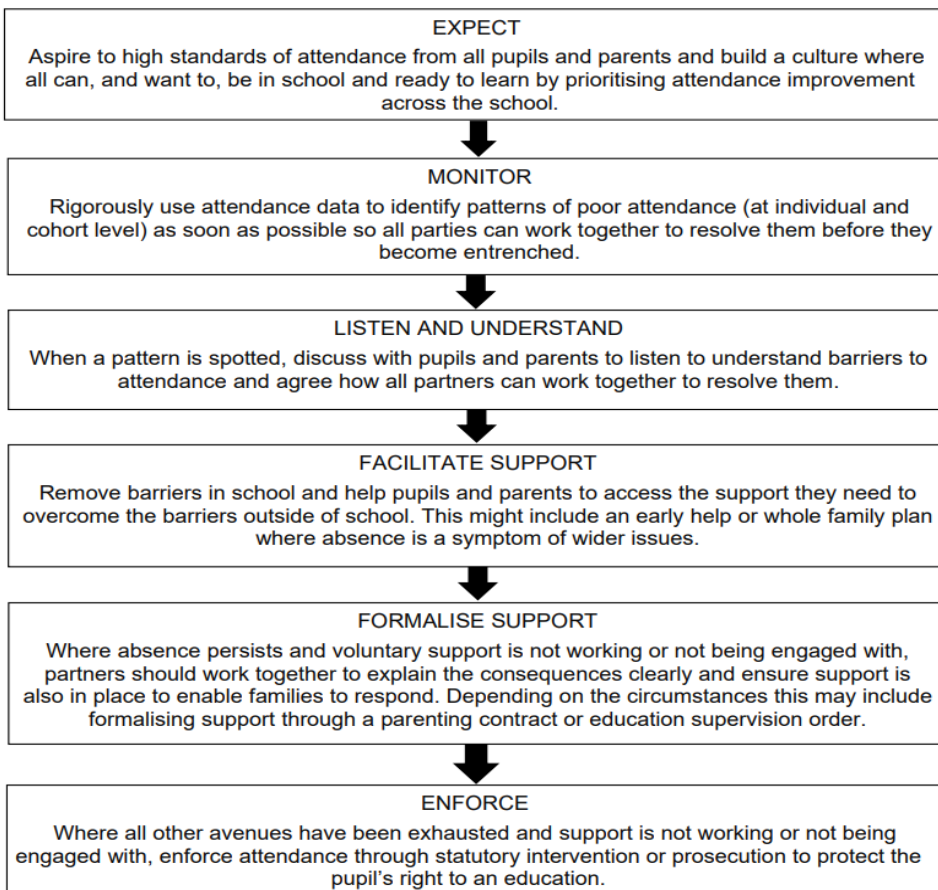
**Please send your child to school as much as you possibly can and be assured that if they are unwell we will contact you and send them home if necessary.**

**Procedures for Registration:**

- KS1 registration starts at 8:35am (9:00am for Nursery) and closes at 8:50am.
- KS2 registration starts at 8:45am and closes at 9:00am.
- In the afternoon, registration begins at 1:00 pm and closes at 1:15pm.
- If pupils arrive after the close of registration, they are given a *late* mark.
- Children who arrive late should report to the school office on arrival.

***Please note that late marks affect your child's overall attendance rates.***

**How St. John's will manage attendance / lateness:**



St. John's half termly newsletters will provide information about attendance.

St. John's staff will contact you to determine why a child is absent if we have not been made aware of their absence.

Attendance will be monitored weekly to determine 'Attendance Champions' and cases where support is required.

The member of staff who is responsible for attendance will contact you if your child's attendance becomes a concern so that support can be put in place.

**96%-100% attendance puts you in the Green Zone. Well Done! This means that pupils are making the most of the opportunities on offer at school; your child gets the chance to join in as much as possible and make lots of friends.**

**Children have the best chance of doing well at school because they don't miss any work and you get to do all the fun stuff too.**

**90-95% attendance will be in the Amber Zone. Your child's attendance might be a little lower than the other children because they have been ill or have had a holiday during school-time. You don't want them to miss out so try and send them to school as much as you can. Attendance in the Amber Zone will be monitored – you may receive a letter home from school to inform you that your child's attendance is a concern.**

**Below 90% will be in the red zone. If your child is in the RED Zone they could be missing lots of important and fun things at school, and this may have a detrimental effect on their attainment. Absence will be unauthorised unless appropriate evidence is provided. The school / Education Welfare office may be in touch to discuss your child's attendance.**

**Please note that if a pupil has 20 sessions (one session = half a day) of unauthorised absence in a 12 week period, the Education Welfare Officer has a statutory duty to intervene and a fine may be issued.**

**Cases where attendance / lateness does not improve:**

If absence / lateness persists, then the parents will be contacted by the Educational Welfare Officer. If your child's attendance falls below 90%, we may request confirmation of illness and medical appointments in order to approve their absence.

**Examples of evidence for absence:**

Evidence may be a bottle of prescribed medicine, a doctor's appointment card (Your GP receptionist can provide this free of charge), a photocopy of a log of any telephone consultations or a specific letter from a doctor. Failure to supply evidence, if it has been requested, will result in an unauthorised attendance mark.

*The definition of a parent from the Code of Conduct, if you felt there maybe an issue with partners at home - The definition of parent under section 576 of the Education Act 1996 (EA 1996), a "parent" in relation to a child or young person is defined as: The natural parents of a child, whether they are married or not. Any person who has parental responsibility for a child. Anyone who has care of a child i.e. lives with and looks after the child.*

***SHINE like the star you are.***