

Sandy Lane Primary School



Attendance Policy 2018

Drafted	Ratified by Governing Body	Planned date of review
April 2018		April 2020

	Print name	Signature	Date
Executive Head Teacher	Mr. John Cooper		
On behalf of Governing Body	Ms. Sue Duffy		

Sandy Lane Pupil Attendance Policy

At Sandy Lane Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Sandy Lane Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect or bullying.

Good attendance at school is important for your child's education and establishes a positive working ethos early in life.

Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to Bradford Council and the Department for Education and are recorded on a child's annual report.

It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

Every child's attendance is looked at carefully over each term. Children who manage to achieve 100% attendance at the end of each half term will be rewarded with a special attendance badge. Each child who manages to collect all badges throughout the year will be rewarded with a special gift or prize.

We recognise that due to unavoidable illness or circumstances that not all children will be able to attain 100% attendance. So we will also be recognising consistently outstanding attendance and most improved attendance by awarding stickers in our weekly attendance assembly.

We aim for our attendance figures here at Sandy lane Primary school to be consistently above national averages and will do all in our power to achieve that for the very best outcomes of our children.

Whilst we recognise that the large proportion of families ensures that their children come to school every day and on time, there are still too many whose attendance falls well below national expectations and need to be improved.

1. Extended leave and family holidays in term time:

From 1st September 2013, the ***law has been changed (The Education (Pupil Registration) (England) Regulations 2006)*** which removes the statutory threshold of the discretionary 10 school days absence for the purpose of a family holiday or extended leave except for exceptional circumstances.

Consequently **NO FAMILY HOLIDAYS OR EXTENDED LEAVE WILL BE GRANTED** for any child from this date.

Families must note that if they decide to take unauthorised leave e.g. go on extended leave in term time, then the schools will actively pursue the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.

Eg. If you have 3 children with a mother and father, then **each parent will be fined £60 per child** $3 \times £60 = £180$ which would be £360 fine for the family.

Additionally unauthorised attendance may result in your child losing their school place and being taken off roll.

Any requests for leave in exceptional circumstances will be referred to the Governor Attendance panel for a decision. Parents will be notified of the panel's decision in writing.

If unauthorised holidays are taken after this point. The attendance panel will instruct school to actively pursue the issuance of a fixed penalty notice.

Absence from Year 2 & Year 6

The Governors at Sandy Lane Primary School would like to make clear to parents that absence in these crucial years, especially before or during statutory assessments will only be granted in the most exceptional of circumstances.

2. Absence from School

Parents are responsible for ensuring their children attend school every day but where a child is ill and it is not appropriate for them to attend, then absence will be authorised. However, in the past, a minority of parents have abused the system, resulting in their children having extremely low attendance. For this reason,

- Illness will not be accepted as a reason for absence where children have regular, minor illness which cannot be substantiated and adversely affect their attendance at school.
- When children are regularly absent through illness, we may ask that they see a doctor and that the appointment card and medication is shown at the school office. In the event that we become concerned about the amount of time a child is having off school for illness we will take the following action:
 - Issue a letter of concern about a child's poor attendance due to illness. The letter will ask parents if they need support from the school to help with the situation.
 - After 2 weeks the pupils attendance will be monitored and if there is no improvement the parents will be invited in to see the Inclusion leader who will

issue a further letter which starts a 4 week period of monitoring and support for both the parents and the child.

- During this period all absences due to illness will require proof of illness from a doctor.
 - After 4 weeks if the attendance has improved. No further action will be taken, but this child will continue to have their attendance patterns monitored.
 - If attendance is still poor the Inclusion leader will seek advice from Educational Social Worker to see if grounds have been met to issue fixed penalty notice for unauthorised absence. (10 sessions unauthorised absence over a six week period)
 - Parents must note that where a child has **ten unauthorised sessions (1 session is half a day so 10 sessions = 5 days) in any 6 week period**, then this could lead to the issuance of a fixed penalty notice which could lead to a minimum fine of £60 per child per parent.
- Staff will ask questions when parents telephone about illness so that they can give the correct advice about how long the child should remain absent etc.

Attendance Challenge

Any child with attendance below 90% will be placed on the Attendance Challenge for 8 weeks. This is a closely monitored program to encourage attendance and hope to see a marked improvement. If attendance does not improve during this time then you will be invited into school to meet with the Inclusion Leader and the Executive Headteacher to discuss the issue. If we still find that no improvement is made then there will be a referral to Education Social Welfare.

Pupils with attendance below 95%

These pupils receive a termly attendance letter reminding them that attendance has dropped and they are in danger of being placed on the attendance challenge.

If you value your child's education – Don't Miss A Day

The Positives – Research shows:

- Children who have 95% attendance or above do better at school and better in later life

- Children who have 95% attendance or above are more confident, happier and find school more enjoyable
- Children who have 95% attendance or above find transition to Secondary School easier

The Positives – At Sandy Lane:

- Children with excellent attendance win prizes during Attendance Challenge weeks
- Children with excellent attendance are rewarded with badges in assembly
- Children with improved attendance are rewarded with badges in assembly.
- Children with excellent or improved attendance can win our termly attendance draw
- Children who have 100% attendance visit our end of term Attendance Party!



Sandy Lane Primary School's attendance target: 96%

National Average: 95%

Check in the entrance hall and on classroom doors for how we did last week!

Help us to achieve it!

Remember:

No Term Time Holidays!

No appointments in school time!

Be on time all the time!

Only keep your child off when they REALLY cannot come to school.