

Parents/carers whose children are experiencing difficulties affecting their attendance should contact the school at an early stage and work together to resolve any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Worker who will also help to resolve the situation.

When attendance becomes a concern

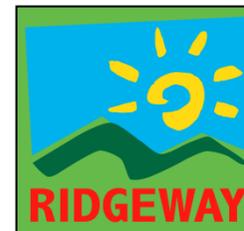
1. If children are absent on a regular basis without adequate explanation, or is absent regularly on specific days, e.g. Monday or children are absent for prolonged periods of time, the school will contact parents/carers to discuss the problems and to seek a solution.
2. **If a child's attendance falls below 95%** at any time within the school year, the Headteacher will write to parents/carers to inform them that their child's attendance has fallen below 95%. Parents/carers will be reminded of their legal duty and of the school's policy and expectations.
3. If attendance does not improve the Headteacher will invite parents/carers to a meeting with the school's Learning Mentor to discuss ways in which the school can support the family in getting the child to school every day.
4. **When an individual pupil's attendance level falls below 88%** in any term without good reason, school will not be able to authorise any further absence for illness without medical evidence to confirm the illness. In order to authorise continued illness related non-attendance parents/carers will need to provide the school with, for example:
 - a. **A doctor's note or medical certificate**
 - b. **A copy of the dated prescription**
 - c. **Copy of labels from medicine bottles**

Otherwise the absences will be recorded as unauthorised (O). *Please note we are able to administer prescribed medicines in the school office – please ask office staff for details.*

If the child's attendance does not improve the local authority must be informed and this may result in a Penalty Notice being issued.

Attendance Policy updated June 2020

Ridgeway Primary School



ATTENDANCE POLICY

Guidance for Parents

Promoting excellent attendance is the responsibility of the whole school community

Introduction

The Governors of Ridgeway Primary School recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. Children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

Repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at the start of the day.

As a school we follow the **Department for Education** guidelines and expect children to maintain an attendance figure above **95%** throughout the academic year.

Morning Registration is between 8.55am and 9am

Afternoon Registration is 1.15pm for Y1 & Reception, and 1.30pm for Y2-Y6.

Arriving Late

Pupil entrances will remain open until 8.55am. Any pupil arriving after the pupil entrance has closed will receive a late mark (L) on the register.

When a pupil arrives after the pupil entrances close they will need to be signed in at the main school office by a parent/carer or other adult and a reason for the lateness must be given. Children in Year 5 and Year 6 who walk to school on their own, may bring a note from home with an explanation for their lateness. **Any pupil arriving without reason for their lateness will be recorded as unauthorised (U).**

The school office is responsible for maintaining the signing in/out book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and be signed by supervising adult.

In accordance with current guidance, the attendance registers are closed at 9.25am. This means that any pupil who arrives after the registration period of 8.55am but before the registers are closed at 9.25am will be given a late mark (L) in the register and the number of minutes late will be recorded.

Any pupil who arrives after the registers have closed (9.25am) but before the end of the morning session will be given a "late after registers closed" mark (U) in the register. **This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session.**

If a child is regularly late:

1. The Headteacher will write to parents/carers to inform them of the number of times the child has been late and to reinforce the school policy and expectations.
2. If lateness persists the Headteacher will invite parents/carers to a meeting with the Learning Mentor to discuss ways in which the school can support the family in getting the child to school on time.
3. **Once a pupil has accumulated 10 late marks (L) in any school year, a penalty notice could be issued.**

Penalty Notices

A Penalty Notice is a fine to a parent who fails to ensure their child's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents/carers must pay up to £60 if they pay within 21 days; or up to £120 if they pay within 28 days.

Attendance and Illness

If a child is ill the parent/carer's first action is to call the school **01543 227170**, where possible, before 9.30am and notify the School Office of the absence and the reason for the absence.

This needs to be done every day of absence (unless the child is admitted to hospital, or has a long term illness-related absence for a period of time - in this instance parents/carers do not need to ring every day).

If a child is not in school and we have not had a phone call by lunchtime one of our Office Staff will call parents/carers to find out why a child is not in school.

It is expected that routine medical and dental appointments should be made out of school hours. The school will not authorise routine appointments.

Leave of Absence

The Headteacher may not grant any leave of absence during term time unless there are "exceptional circumstances".

If leave of absence is taken without permission, this will result in an Unauthorised Absence (G) being recorded on the child's attendance record. When a child accumulates 10 Unauthorised Absences, (a full day of absence would be two unauthorised absences), the Local Authority must be informed. They will investigate why the child has been absent on the dates given. **This investigation could result in parents/carers receiving a penalty notice.**

The Headteacher is the only person able to authorise leave of absence.

The Headteacher may grant compassionate leave as authorised absence.

Leave of Absence for Holidays

Holidays are not generally considered as "exceptional circumstances". It is expected that families will take holiday in the school holiday periods.

Holidays will not, under any circumstances, be authorised during the KS2 Standard Assessment Week.

Any unauthorised leave taken for holiday purposes must be referred by the headteacher to the local authority and may result in a parent receiving a Penalty Notice.