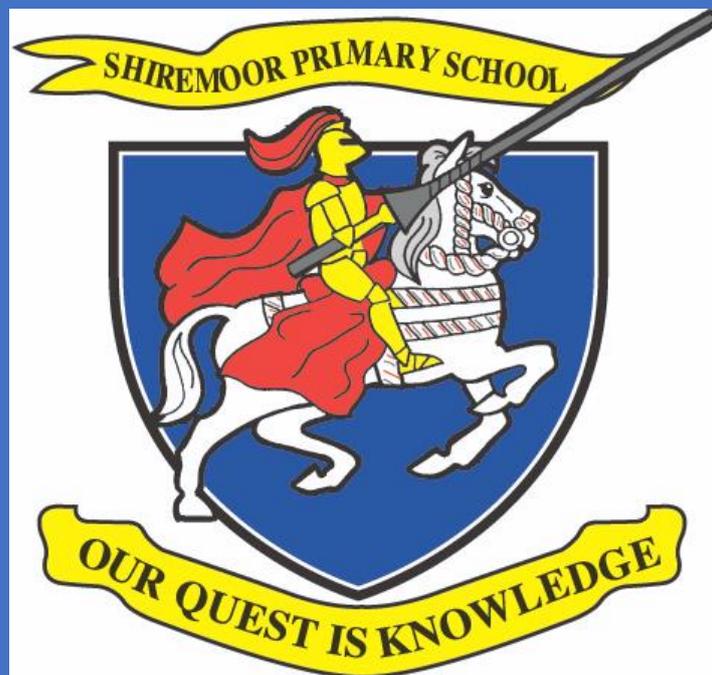


SHIREMOOR PRIMARY SCHOOL

ATTENDANCE POLICY





All children are entitled, by law, to an education. All parents should endeavour to give their child the best future prospects by ensuring punctual and excellent attendance. Not sending your child to school regularly is neglect.

At Shiremoor Primary School we aim to:

- Prepare your child for the world of work by teaching punctuality and good attendance
- Improve attendance and punctuality of all our pupils
- Celebrate excellent attendance of 100%
- Ensure all parents' and pupils' are aware of the importance of regular attendance.
- The table below shows how much learning your child would miss out on by the end of a school year if they have absence

95% - 100% Attendance	0 weeks of learning missed	Excellent
90% - 95% Attendance	1 week, 4 days of learning missed	Acceptable
85% - 90% Attendance	3 weeks, 4 days of learning missed	Unacceptable. School action taken
80% - 85% Attendance	5 weeks, 3 days of learning missed	Well below acceptable. Fine may be issued
75% - 80% Attendance	7 weeks, 3 days learning missed	Extremely poor. Safeguarding concern

Good attendance is important because:

- Not sending a child to school is neglect
- There is a direct link between poor attendance and underachievement
- There is evidence that children who have poor attendance in previous schools are more likely to become school refusers in secondary school, and subsequently have unsuccessful futures
- Regular attendees make better progress, both socially and academically
- Regular attendees adapt well to school routines
- Regular attendees enjoy learning
- Every school day counts

As a parent you can help us by:

- Phoning on the first morning of all absences with the reason and saying when your child will return
- Providing proof of medical appointments
- Making sure your child is punctual in the morning and collected on time at the end of the school day or after an extra-curriculum club.



- Arranging dental and doctor's appointments out of school hours or during school holidays
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness. Work can be arranged to be sent home for your child
- Keep your child's contact details updated

We will:

- Reward good attendance through certificates and 100% attendance badges
- Publish your child's attendance rate on his/her annual report
- Let you know if we have concerns regarding your child's attendance or punctuality by issuing reminder or warning letters
- Monitor any child's attendance who is causing concern with a view to addressing any issues and improving their attendance
- If we continue to have concerns, make a referral to the Local Authorities and may issue a fine or contact Social Services
- We may issue parents with a parenting contract

What the law says about school attendance

Parents are responsible for making sure that their child attends school regularly. If your child fails to attend regularly the Local Education Authority may take action against you in the Magistrate's Court (Magistrates can fine parents up to £2,500 or impose a custodial sentence. Magistrates can also impose a Parenting Order). Alternatively the Local Education Authority can issue a penalty notice (Currently £50 if paid within 28 days, rising to £100 if paid after 28 days but before 42 days).

Term Time Leave of Absence

We are always concerned about the amount of school time pupils' miss as a result of holidays. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the Head Teacher in accordance with the school policy as agreed by the Governing Body.

The school Governing Body have decided that we **will not be able to authorise annual holiday absence unless there are very particular family circumstances** e.g. when the well-being of the family is dependent on such leave being granted following a tragedy.

Only in exceptional circumstances will holidays be allowed and then only up to a maximum of two weeks at the discretion of the Headteacher.

Parents wishing to apply for leave of absence for term-time holidays need to complete an application form well in advance. Please ask the school office for a form.

If you choose to take your family holiday during term time, without a very particular family circumstance, the absence will be unauthorised and referred to the Education Welfare Service. You may be liable to a fixed penalty fine issued by the Education Welfare Service.



Any parent who chooses to remove their child during a key assessment period will automatically receive a fine. Please check with school when statutory tests take place.

Authorised Absence

Some absences are unavoidable and are known as 'authorised absences'. School reserve the right to decide whether the absence is authorised or unauthorised dependant on the circumstance and previous attendance record.

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted. These are known as 'unauthorised absences'. For example: going for a family day out, because it is your child's birthday, unapproved holidays or where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory. When the child has had repeated absence for minor ill health complaints

Unauthorised absences are reported to the Local Authority. The Education Welfare Officer may contact you and consider taking legal action against you if your child has unauthorised absences.

Punctuality

Children should be in their class line by 8.55 am to be ready to begin the school day. It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day. If your child misses this short but vital session, their work for the whole day may be affected.

We will let you know if we have concerns about your child's punctuality.

It is also essential that you collect your child from school at 3:15pm.

Every minute counts

5 minutes late each day	3 days lost
10 minutes late each day	6.5 days lost
20 minutes late each day	13 days lost
30 minutes late each day	19 days lost

If your child is late more than once in a week they will be issued a late slip to alert you to the fact that they have been late. Late slips issued will be monitored to build up a picture over a half term. If your child is persistently late, you will invited for a meeting to ascertain why the lateness is occurring and, in the first instance, to support you in making improvements. If no improvements are made, other steps



will be taken such as creating a parents contract, issuing a fine or involving the agencies.

Non-collection of a child:

If a child is not collected at the end of the day or after school activity and a parent or carer has not advised school of any problems the following steps will be taken:

- A check to be made for information about changes to the normal collection routines
- Reasonable attempts to be made to contact parents or nominated carers at home or work
- The child will not be allowed to leave the premises with anyone other than parents or nominated carers
- If no-one can be contacted to collect the child after an hour, following attempts to contact via all contact details, the relevant authorities will be contacted
- If children are regularly collected late we may inform other safeguarding services or issue a penalty notice