

WOOLENWICK INFANT & NURSERY SCHOOL

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ATTENDANCE POLICY

Ownership: Governing Board

Document Date: September 2022

Review Date: September 2024

The aim of the attendance policy is to maximise attendance rates in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them

ATTENDANCE FACTS

- **All parents are responsible, by law, to ensure that their child regularly attends school. Unless your child is unwell, they should be in school EVERY DAY.**
- The national average for a child's attendance in this year is 94.3%.
- Pupils whose attendance falls below 90% are classed as 'Persistent Absentees' by Ofsted and parents are at risk of being fined.
- 7 days off over the school year will reduce your child's attendance to below the national average.
- Parents of children who have 15 unauthorised absences in the current or previous term can and will be fined - £60 per child per parent. This rises to £120 per child per parent if unpaid within 21 days. Failure to pay after 28 days can result in legal proceedings. Each day is made up of two sessions. One day off equates to two absences.
- Parents of children who are regularly late can also be fined.

Poor attendance can seriously affect a child's...

- Attainment in school
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others
- Emotional well-being - children who arrive late, or not at all, can feel anxious, develop low self-esteem and worry about friendships

The Law states that:

- All children between 5 and 16 should receive a full-time education and it is parents/ carers duty to ensure that this happens.
- If a child arrives late to school whilst the register is still open they are marked as late. If a pupil arrives after the register closes, without satisfactory reason, this may be classed as unauthorised absence and may lead to a fixed penalty notice for not ensuring your child has regular/ punctual school attendance.

- There are 190 statutory school days in one year that a child needs to attend. That leaves 175 days (including weekends and holidays) for appointments and holidays to be taken. Taking holidays in term time may result in fixed penalty notices being issued.

The following absences cannot be authorised:

- Absence for children with attendance below 90%, without medical evidence
- Absence for a birthday or family celebration
- Absence for holidays in term-time
- Absence because of a parent illness
- Absence because a sibling is off school

If your child is unwell

- Please contact the school office before 10am on the first day of the absence.
- For the absence to be authorised, please make sure that you provide a letter with the reason and any medical evidence on your child's return to school.

Medical appointments

- Hospital or emergency medical appointments will only be authorised if a letter or appointment card is shown at the office.
- Where possible, any medical appointments should be made out of school hours. Doctors, dentists and opticians can usually accommodate this.
- If your child has an appointment during the day, where possible, they should register at school beforehand and return after the appointment. Most appointments will only be authorised for half a day.

What can parents do to help?

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child comes to school regularly and follows the school rules.
- Ensure your child arrives at school on time—not late
- Arrange dental and medical appointments outside school hours when possible.
- Always inform the school if your child is absent due to illness.
- Take family holidays outside term time.
- Talk to your child about school and take an interest in their school work (including reading and home learning)
- Attend parents evenings and school events
- Praise and reward your child's efforts and achievements at school
- Always support school staff in their efforts to control difficult or challenging behaviour
- Discuss any problems or difficulties with the school—staff are there to help and will be supportive

- Act early! If your child is anxious about coming into school, talk to your child's teacher. Look at patterns and share your child's worries so that we can resolve them. We want your child to be happy.
- Help your child to catch up with missed learning

What can the school do to help?

- We have devised a four-step plan to help our families to achieve outstanding attendance.
- This plan sets out a clear, structured, agreed plan, breaking the barriers to good attendance into manageable chunks. Mrs Anderson and Mrs Purdue will support you.
- Rewards for individuals with 100% attendance each term.
- Rewards for the class with the highest attendance each week.




REMEMBER

School starts at 8.40am.

Set your alarm so that your child is not late.

Every Minute Matters

- 5 mins late every day = 3 days of missed learning
- 10 mins late every day = 6 days of missed learning
- 15 mins late every day = 9 days of missed learning
- 20 mins late every day = 12 days of missed learning
- 30 mins late every day = 18 days of missed learning

Review		Personalised Attendance Plan										
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