



Beeston Hill St. Luke's C of E Primary School

Attendance Policy

Approved: October 2022

To be reviewed: October 2023

Introduction

Good attendance and punctuality are vital to your child's learning and here at St. Luke's we hope to see a positive start to your child's school life. It is important that your child develops good attendance habits from the beginning of primary school, as research has shown that children who attend school regularly are more likely to be successful in their Key Stage Assessments, make friends and maintain these friendships more easily, have better opportunities for further education and employment and are less likely to become involved in criminal activity.

Our Attendance Policy provides you with both the school's and government's guidelines for attendance and punctuality.

Punctuality

- The school day begins at 8.50am.
- The classroom doors will close at 9.00am, children who arrive after this time will need to enter the school via the main entrance and will receive a late mark in the register. Please note, children who arrive after 9.00am will be missing valuable teaching time.
- Arrivals after 9.30am will be recorded as an unauthorised absence for the whole morning session. This will have an impact on your child's attendance figure and may result in fixed penalty notices being issued.
- If your child is late on more than 10 occasions the Family Support Worker will contact you to discuss the reasons for the frequent late arrivals.
- For children in Years 5 and 6 who are persistently arriving to school late –your child will be asked to stay indoors at playtime to make up for the teaching that they have missed. Miss Lane will write to you to inform you that this will be happening to your child.

Absences

There are two forms of absences, *authorised* and *unauthorised*. It is at the Family Support Worker and Headteacher's discretion as to whether an absence is recorded as authorised or unauthorised, a letter or telephone call from a parent/carer does not in itself authorise an absence. Once a child's attendance figure falls below the Government's target of 96% all future absences will be recorded as unauthorised unless the school receives evidence to support the absence (appointment cards/letters, prescribed medication).

Illness

- Please telephone the school office before 9.00am to inform us that your child is going to be absent from school due to illness.
- If your child's attendance is below 95% you will need to speak to the Family Support Worker, as the school requires evidence of the illness (prescribed medication or a GP appointment card) for it be recorded as authorised.
- Please note medication can be given to children in school with parent/carer permission; this can often help children to stay in school when they are suffering with minor illnesses such as headaches, colds and sore throats. If children become unwell during the school day and are too poorly to stay in school, parents/carers will receive a telephone call.

Medical Appointments

- **Holidays** Where possible, medical appointments should be booked outside of school time. On the odd occasion that this is not possible i.e. urgent dental appointments, hospital appointments/clinic visits, you will need to notify the school office prior to the day of appointment.
- Medical appointments will only be recorded as authorised if proof of the appointment is seen prior to the visit (card/letter).
- All holidays taken during term-time will be recorded as unauthorised. If a child is absent for 5 days or more due to a holiday the family will receive a fixed penalty notice (£60 per child and per parent). Refusal to pay this FPN will result in court proceedings and criminal convictions.
- Prior to taking a child on holiday you must speak to the Headteacher or Family Support Worker and notify the school in writing, including the dates of leave and reason for the holiday being taken during term time.
- If you take your child on holiday without notifying the school your child will be reported to Children's Services as a 'child missing in education'.
- To help parents/carers save money our school closes for two weeks in May/June, the school joins the 5 teacher training days together providing an extra week after the half term holiday. This is an excellent time to go away as most children in the UK are back in school and therefore the cost of holidays is much cheaper.

If your child is not in school for three days or more and we have not received a telephone call with a reason for the absence the Family Support Worker will visit your home. If no one is in at home and we are unable to contact you your child will be reported to Leeds Children's Services as a 'child missing in education'. We will also treat this as an unauthorised holiday and will notify the Attendance Team who will issue a fixed penalty notice of £60 for the child and £60 per parent.

Occasionally children are absent from school due to special circumstances for example a close family death/funeral or a family wedding. Please inform the school office before 9.00am if your child is going to be absent from school due to circumstantial reasons. Absences to celebrate children's birthdays, haircuts, days out, majorette competitions etc will be recorded as unauthorised.

The Government considers children whose attendance figure is below 90% as Persistent Absentees. If a child's attendance drops to this figure or below you will be at risk of receiving a fixed penalty notice. The school may also contact Children's Services if attendance becomes a severe concern.

To prevent this from happening the school's Family Support Worker offers a wide range of support to encourage good attendance and punctuality (rewards/charts/incentives). If a pattern of absences is developing or your child appears to be absent from school frequently you will receive a letter detailing our concerns. If you are having any difficulties in getting your children to school on a regular basis please seek the support and guidance of our Family Support Worker or Headteacher.

Rewards and Incentives

Our school spends a lot of money and time developing strategies to promote good attendance at school. We have a number of incentives in place and the children are all aware of and excited by the prospect of winning these awards/prizes, they include;

- 100% Golden Box – this is awarded to a couple children each week in the celebration assembly on Friday afternoons. All children who have attended school every day and on time for that current week are entered into the prize draw. The prize is an afternoon trip out at the end of each half term. In the past we have been to the cinema, bowling, a trampoline park and horse riding.
- Golden Ticket – This is a golden plaque which is awarded to two classes (one from Reception – Year 2 and one from Years 3 – 6). The two classes with the highest attendance figure for that week are awarded with the Golden Ticket, this ticket entitles them to an extra play time in the following week. The children get very excited and competitive to win this award!!
- 100% All Year – the children who have 100% attendance for the whole school year are awarded with a medal and certificate in July. This is an excellent achievement for any child in our school.

Attendance Champions

A group of children who consistently have high attendance, year after year, have been selected to join the Attendance Champions Team. These children support the school with raising attendance by encouraging their peers, sharing their ideas and making important decisions such as where to go on our next attendance trip! They have a celebration at the end of each year to thank them for their hard work and continuing excellent attendance.

Our school has an attendance target of 97% for the academic year 2018/19.

If you would like more information about our school's Attendance Policy or have any questions please speak to the Family Support Worker or the Headteacher. Alternatively you can visit the Government's Department for Education and Skills (DfES) website for further information on school attendance and legal requirements.

Head Teacher	-	Mrs Louise Booth
Family Support Worker	-	Miss Jemma Lane