

Attendance Matters



Aims

St George's attendance policy aims to ensure that all our pupils are safe, that they all have every opportunity to learn and progress in all aspects of their development.

They will have developed routines which mean they are well prepared, both for the next stage of their education and for life.

Therefore, we expect that all pupils will:

- attend school every day and strive for 100% school attendance. Every day counts!
- attend school punctually
- attend appropriately prepared for the day
- tell their class teacher or the school office about any problems that may affect their school attendance.

If a child attends for 90% of the time, they miss half a day a week. Over a year this adds up to 4 weeks of learning. Over 7 years (reception to Year 6) it adds up to over 70% of a year.



It is therefore important that parents and carers:

- ensure regular school attendance.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school **daily** about absence, whenever their child is unable to attend school. If possible, (e.g. if you child has a hospital appointment), please let us know in advance.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.

Term Time Holidays



Family holidays should be taken during the school holiday dates, which are published a year in advance.

Please be mindful that absence due to a holiday is not, and never has been, a parent's entitlement. By law, the Headteacher is unable to authorise any holidays in term time unless there are exceptional circumstances.

Examples of exceptional circumstance would be:

1. Service personnel returning from a tour of duty abroad where there is evidence that the individual will not have any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health profession as part of a parent or child's rehabilitation from a medical or emotional issue.

The Headteacher must be notified in advance and evidence must be provided.

Absence from school at the following times **will not be authorised**, in the child's interest:

1. The first half term of any academic year (applies to all pupils)
2. Year six transition day (for pupils in year six)
3. Examination periods: SAT's weeks (for pupils in year two/six) Phonics screening weeks (Year one and two).

Attendance Rewards

As a school we want to improve our attendance to achieve the best outcomes for your children. We want to encourage your child to be in school, on time every day!

We recognise that sometimes children are poorly and may not manage 100% attendance. Therefore, children who achieve 97% or above attendance will be rewarded. Every term that your child achieves 97% or above they will receive a badge to wear on their school jumper in recognition of their achievement. They will also receive a certificate and an ECSTG £1 for the school shop.

We also recognise that some children may have medical conditions which mean they are unable to attend school at times. Due consideration will be given to this when allocating reward times at the discretion of the Head Teacher where absence relates specifically to their medical condition.

We also want to encourage children to work as a class team to raise their attendance. Therefore, if a class achieves 100% attendance for a whole week they will be allowed to come to school in non-uniform the following Friday.

The class with the highest attendance each week (above 96%) will be given our attendance bear, George, to look after for the following week.



How we track attendance across the school

- Attendance data will be collected half termly (six times a year) to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of unauthorised; and children with attendance below 96%. This data will be discussed with the Senior Leadership Team/Governors as part of their regular meetings.
- If concerns are raised by this analysis, parent discussions will occur, either through telephone calls to the parents/carers and/or formal letters stating the attendance and regular lateness of the child and that there is an issue.

The Legal Situation



The law states that children who are on roll of maintained schools and academies should attend every school day.

Punctuality

Punctuality – being on time – is a really important routine to learn. It means that the day starts in an orderly way, children are settled, they know what they are doing and they can enjoy their learning. Arriving at school on time is also very important. Children in school when the register is taken at 9am will receive a Dojo point to start their day. Please note that late attendance will be taken into consideration when considering a child's attendance figures, if they have been late then they haven't been in school 100% of the day!



Penalty Notices and Fines

If a registered pupil is absent without authorisation from school or alternative provision then the parent is guilty under Section 444 (1) of the Education Act 1996 of an offence: failure to secure regular attendance at school of registered pupil.

If the parent knows that their child is failing to attend regularly at school and fails to cause them to do so, then they are similarly guilty of an offence under Section 444(1A) of the Education Act 1996.

Where there is concern about a child's attendance, school may request that a Penalty Notice through the Education Attendance Service is issued to a parent/carer. This will only be used when parents/carers have been informed of our concerns and offered support but improved attendance is not achieved/sustained.

Penalty Notices will be requested for the following reasons:

1. Persistent late arrival at school after 9.30am
2. Unauthorised absences when no reasons have been provided by the parent/carer