



# Ellistown Primary School

## Attendance Policy 2020-2021

At Ellistown, we expect all pupils to attend school every day, arriving on time and achieving 100% attendance. We aim to promote, among parents and children, a high level of awareness and the need for regular and prompt attendance. The school is required by law to record lateness and authorised absence separately from unauthorised absence.

### Incentives

We offer incentives and rewards for children who achieve 100% attendance.

- Every month, stickers are awarded to children with 100% attendance
- A termly certificate
- A weekly class attendance certificate
- A yearly prize for 100% attendance
- If a child achieves 100% attendance for the full 7 years- they receive a special prize.

### 1. Punctuality

It is very important for children to arrive in school on time every day; this gives children the best start and prepares them for the future. When a child is late they can miss the teacher's introduction to lessons and activities and may feel embarrassed to enter the classroom late. Parents have a legal responsibility to

ensure their child is in school on time. Repeated lateness can also amount to a failure to attend school regularly.

- Parents must notify school if they know their child is going to be late.
- Registers are closed at 8.55am each morning. Children who do not arrive in school in time for registration will be marked as absent.
- Children who come into school via the office between 8.45am and 8.55am will be marked as late (before registers close).
- Latecomers should be signed in at reception by the adult responsible for them. Under no circumstances should a child come in late unaccompanied.
- Lateness is monitored very closely by our Pupil & Family Support worker. If persistent lateness becomes a concern, parents will be invited in to school to discuss the issues and look for strategies to resolve them.

## 2. Reporting absence

- Parents are requested to notify the school, no later than 8.45am that their child will be absent. The school will then authorise absences that are due to illness.
- A message should either be left by telephone on the automated absence reporting service, or in person at the school office.
- A child's absence will be recorded as unauthorised if no satisfactory explanation is given for the absence, or if the school considers the information received is not an acceptable reason for absence.
- The school has the right to request medical proof of any illness. Failure to provide this could result in the absence being recorded as unauthorised.
- Attendance is reviewed 4 weekly by the senior leadership team.
- Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:
  - A child continues to be absent for more than 3 consecutive days without explanation.
  - A child's attendance drops below our agreed attendance target of 96%.
- Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the Attendance

Improvement Service at County Hall will be contacted and asked to visit the home.

- Teachers will inform the school office of any unexplained absences following registration and school will contact the child's home for an explanation.
- If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the Head Teacher.
- Towards the end of the summer term, attendance and lateness figures will be included with the child's annual progress report.
- Long term medical conditions need to be reviewed and monitored with evidence (either a letter from a Consultant Doctor or photocopy of medical prescriptions) where appropriate.

### 3. Medical Appointments/ Evidence

We understand that on occasions, non-routine medical appointments, particularly hospital appointments, may have to be attended during school time. Where possible, appointments should be made at times that limit disruption to your child's education.

- Routine medical appointments should be made outside of school hours when possible.
- Most medical appointments take no longer than an hour or two, therefore we would expect children to only be absent for part of the day.
- For all medical appointments, parents are to provide a copy of the appointment card/ hospital letter.

Acceptable medical evidence is;

- Prescribed medication (must have label displaying pupil's name and date)
- A copy of a prescription
- An appointment card showing the child's name, date, surgery stamp and signed by the Doctor or receptionist.
- Hospital appointment letters.
- Doctor's medical certificate or a Doctors letter.

## 4. Holidays During Term Time

Holidays during term time can only be authorised by the Head Teacher under exceptional circumstances; proof of which will need to be obtained prior to authorisation.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

The school and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non-attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

- Any medical appointments or illness immediately prior to, or immediately after a school holiday will need to be supported by medical evidence.
- A copy of the appointment card will need to be provided for any doctor or dentist appointments immediately prior to school holidays.