



Simonside Primary School Attendance Policy Summary

Our Attendance Policy has been updated as part of our continued drive to improve attendance and punctuality at Simonside Primary School. The full policy is available to view on our website. Below are some extracts from the policy of vital information, some of it new for this academic year.

Expectations

We expect that all *pupils* will:

- have a positive attitude about coming to school.
- be willing to learn.
- help to make sure they arrive to school on time.

We expect that all *parents/carers* will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school daily of absence or, if known in advance, whenever their child is unable to attend school.
- only take holidays within the school holiday periods.
- do not let their child stay off for a minor ailment.
- help their child to complete any catch-up work given to them as a result of being absent from school and return it to the class teacher.
- try to make all appointments outside of school hours.
- attend any meetings as requested by the school to discuss attendance is required.
- make sure their child understands the benefits of regular attendance at school.

We expect that *the school* will:

- provide a welcoming atmosphere where positive relationships with children and their carers are fostered.
- provide a safe and fun learning environment, in which children make friends and learn together.
- provide good quality teaching so that all children can achieve their full potential.
- provide a sympathetic response to any child's or parent's concerns.
- keep regular and accurate records of attendance and punctuality, and closely monitor every child's attendance and punctuality.
- contact parents when a child fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body will be requested.
- encourage good attendance and punctuality through a system of reward and recognition.

- regularly inform parents of the % attendance of all pupils.
- make initial enquiries regarding pupils who are not attending regularly.
- hold regular Attendance Strategy meetings to discuss any concerns with attendance and punctuality.
- implement the LA guidelines on legal monitoring and implement fines when appropriate.
- send work home to a pupil who is absent from school for more than two days.

Unauthorised Absences

This type of absence is not permitted by law. School cannot authorise absences for:

- ✗ Going to the shops or hairdressers
- ✗ Going on holidays (including long weekends)
- ✗ Visiting relatives
- ✗ Children not wanting to come to school
- ✗ Staying off because a sibling is off poorly
- ✗ Birthdays
- ✗ Waiting for a delivery
- ✗ Oversleeping because of a late night
- ✗ Getting up late and not wanting to come into school for that day
- ✗ Keeping your child off because you are ill
- ✗ Appointments for other family members

Registers, Punctuality and Lateness

Registration takes place as soon as the children come into class. Any child arriving after 9:00am will receive a late mark and the number of minutes late is recorded. Any children who are late must report to the main reception to receive their mark and give the reason why they are late. Any child arriving after 9:30am will have their late arrival classed as an unauthorised absence. We will formally monitor children whose punctuality is cause for concern. They may also be kept in class during break or lunch times to catch up on work they missed at the start of the day.

Home Time

We record details of any pupils who are collected from school before 3:15pm (reason, number of minutes absent from school and whether an appointment card/letter has been seen). If the reason is not connected to an appointment, or an appointment card/letter is not seen by a member of staff, the minutes absent from school are recorded as unauthorised.

If a parent/carer turns up without prior warning and asks to collect their child early we would need to see the medical letter or appointment card. If no paperwork is available there is a form called 'Request to collect my child early from school' which the parent will be asked to complete. This is to ensure we have a recorded reason for the early collection. The confirmed reason will determine as to whether the minutes absent are recorded as authorised or not.

All children should be collected promptly at the end of the day. Exceptions to this are:

- Parents who have given permission for their child to walk home
- Children going to an after-school club
- Children who are booked to attend Cuba Kids

If a child is not collected by 3:30pm and we have not been informed by a parent/carer of any reason for this, a referral may be made to social services.

Legal Monitoring

- A request for legal monitoring will be submitted to the Local Authority **when a pupil's attendance falls below 90% with 10 sessions (5 days) of unauthorised absences over a period of 10 weeks**. If a parent fails a legal monitoring period, a fine between £60 and £220 will be incurred. If a case goes to court, the fine will be determined by a judge and therefore may be higher.
- Where a pupil has **10 sessions (5 days) of holiday absence over a 12 week period**, the Local Authority will issue an immediate penalty notice of £60. If unpaid this fine increases to £120. In some instances, the case can be taken to court and the penalty decided on by the judge. It is important to note that 10 sessions of holiday absence does not have to be consecutive.

Incentives

As part of our commitment to raising attendance levels in our school, we offer a number of different initiatives.

- A trophy and 'Simon', the attendance bear, is awarded to the class each week in Friday's assembly which has the best attendance. Classes collect points every day for attendance:

20 points if everyone is in and on time

15 points if everyone is in but some are late

10 points if one person is absent

5 points if more than one person is absent

These points form a total at the end of the week and the running is total is recorded on a whole school display. The school celebrates the winning class.

- Classes are given a letter for every day they have 100% attendance. When they have the 13 letters to spell out 'Star Attenders' that class will have pizza as a treat.
- 'In it to win it!' Children who have 100% attendance and have been on time all week get a raffle ticket at the end of the week to put in a box. There is a box for each phase of the school: Early Years, KS1, Lower KS2, Upper KS2. Each week three tickets are taken from each box and the winners may exchange their ticket for an attendance prize from the 'Attendance shop'. At the end of each half term the weekly tickets are pooled together from each phase. Winning ticket holders win one of several big prizes e.g. a scooter, vouchers etc. Finally, all the tickets from the school are pooled together and one winning raffle ticket will win a hamper for the child's family.



- Classes who have an attendance percentage of 97% or over each week receive an extra play time.
- Termly prizes/treats for 100% attenders.
- Termly certificates for children with 95% or above attendance.
- Each week 2 raffles tickets will be pulled out of each class. These children will receive a 'Privilege Pass' for the following week, and will enjoy various privileges e.g. sitting on a chair in assemblies.

