



Stockton Wood Primary School

Attendance Policy

2022-2023

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| Approved by: | [Full Governing Board] | Date: [September 2022] |
| Last reviewed on: | [September 2022] | |
| Next review due by: | [September 2023] | |

Stockton Wood is a successful and happy school. We provide a lively and stimulating learning environment.

In order for our children to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be **H**ere at school, **E**very day, **R**eady to learn and **O**n time.

Regular Attendance is really important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school, without a good reason, is an offence and may result in prosecution.

Our school target for attendance is 97%.



Stockton Wood aims to:

- create a culture in which good attendance is accepted as the norm.
- demonstrate that good attendance and punctuality is valued by the school.
- maintain and develop effective communication regarding attendance between home and school.



Rewards and incentives

We reward good attendance in the following ways:

- 100% class attendance is celebrated using Twitter and our 'HEROes' display in the school hall
- Classes who receive 100% for a full week will get an extra playtime
- Each class from Reception to Year 6 will have a 'Potato Head'. Each week that the class has 100% attendance, a piece is added to the class 'Potato Head'. When all pieces have been added a class treat will be voted upon: pizza party; film and hot chocolate, sports afternoon etc
- Children will receive an attendance certificate each term, if they achieve the school target of 97% or 100%

Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance
- ensuring their children attend school for 97% of the time or more
- ensure that genuine illness is the only reason for absence
- informing the school on the first day of absence
- providing medical evidence, for 3 days or more absence, in order for the absence to be authorised
- informing the school of any changes to their contact details

Pupils

Pupils are responsible for:

- arriving at school on time
- knowing the value of good attendance
- knowing the seriousness of not attending school
- understanding that good attendance is part of staying safe

Role of the Head Teacher/Senior Leadership Team

The Head Teacher/SLT will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy
- monitor trends by using data effectively to help strategic planning
- have in place a system for parents to report a child's absence
- report attendance figures and progress to achieving attendance target to the Governing Body
- publicise good attendance during assemblies, newsletters, Tweets and the termly report to the Governing Body
- Monitor the effectiveness of this policy

Role of the Attendance Lead

The Attendance Lead will:

- undertake the daily monitoring of school attendance via the **First Response** procedure.
- target intervention and support to those children that have been highlighted as poor attenders.
- attend regular meetings with the Education Welfare Officer.
- promote the importance of attendance at all times.
- Introduce rewards and incentives to encourage attendance and punctuality.
- have an understanding of attendance codes, authorised and unauthorised attendance and all attendance procedures.

Absence Procedures:



If your child is absent you must:

- Contact us as soon as possible on the first day of absence.
- Provide an explanation of the absence to your child's class teacher, our Admin Team or Attendance Officer.

If your child is absent school will:

- telephone you or any of the named persons on your information sheet on the first day of absence if we have not heard from you by 9:10am
- continue to try and contact you until a reason for your child's absence has been established
- make a home visit if we are unable to establish contact with you
- arrange a meeting with you, the Attendance Lead and the Educational Welfare Officer, if absence becomes persistent
- request medical evidence for absences of 3 days or more
- request medical evidence in cases where there are regular absences. (Failure to provide medical evidence will result in a fixed penalty notice or the possibility of court action being considered)
- Work together to support families to improve attendance

Please make sure that we have up to date contact details and mobile phone numbers at all times.

When there is a pattern of poor attendance then the following procedure will take place:

- parents are invited to attend a meeting with the Attendance Lead and the Education Welfare Officer to explain their child's repeated absence
- support will be given if there are underlying reasons for the absence
- monitor the situation for improvement
- an Action Plan will be drawn up to support improvement if necessary
- if there is no improvement then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action, if necessary.

Holidays or requests for Leave of absence during term time

Requests for leave or holidays in term time should be presented to the Head Teacher in writing. All holidays or leave of absences during term time are unauthorised and will only be granted in exceptional circumstances. If parents choose to take their child on holiday without permission, they will be subject to a fine of £60 per parent, if paid within 21 days of issue. This will increase to £120 per parent if paid within 28 days of issue.

