

# North Worcester Primary Academy

## Attendance Procedures

### Attendance Matters:

At North Worcester Primary Academy we believe that good attendance is vital for all children to be confident, happy and independent learners. Good attendance is 97% or above, no more than 6 days off school in a year.

Our aim is to give a clear and consistent message to parents/carers and children in our school, which we will constantly reinforce in our day-to-day work.

Good attendance is a priority at North Worcester Primary School and our target is to achieve 97% or above by the end of the academic year.

Excellent attendance is crucial in ensuring that children are settled in school and have the best opportunity to receive a complete education.

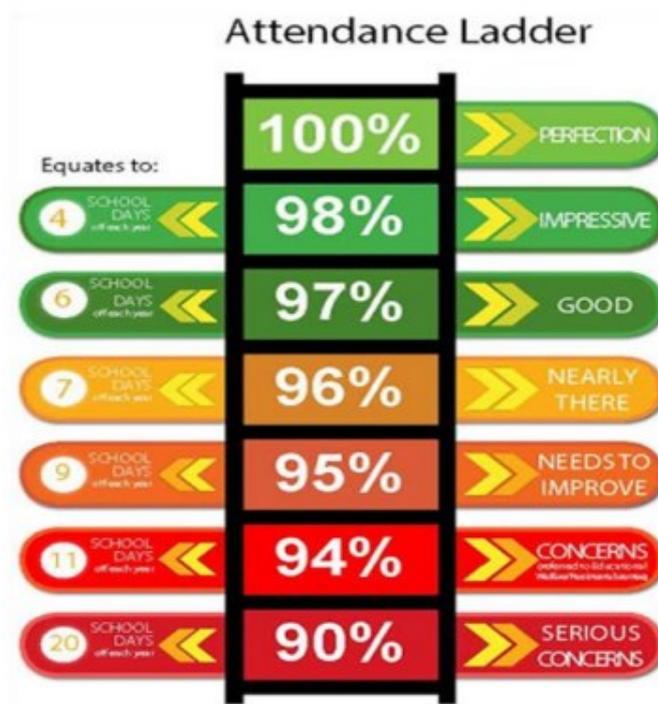
All children are expected to attend school every day.

### What is Expected of Parents and Carers at North Worcester Primary:

- **Good attendance**—parents/carers have a legal duty to ensure their children are in school every day as it is vital for learning and promoting essential life skills.
- **Good punctuality**—parents/carers have a responsibility to ensure that their child/children arrive on time each day in school (8:30am) and are prepared for the day ahead.
- **Medical**—where possible, medical appointments should be taken outside of school hours or in holiday periods. Where this is not possible appointment letters/notifications must be provided to the school office.
- **Absences**—parents/carers have a duty to notify school if their child/children are absent for any reason. This needs to be done by 9:30am. School will contact parents/carers if notification is not received by this time.
- **Holidays**—holidays **are not permitted** in school term time. All holiday are unauthorized except in exceptional circumstances.

### Persistent Absence

The Department for Education (DfE) states that persistent absence (PA) is a child who missed 10% or more of the school year, equivalent to 20 plus school days. Children without a valid medical reason for being absent from school will be put onto an Attendance Support Plan and will be monitored by the Head Teacher. If attendance does not improve a referral to the Local Authority Education Welfare Service will be completed and a fixed penalty notice fine (£60) will be issued.



### **Leave of Absence (Holidays):**

The Department for Education (DfE) states that the Head Teacher may not grant any leave of absence during school term time, unless there are exceptional circumstances. We strongly discourage parents/carers taking their children out of school for any leave as it has a negative impacts on children's learning. Please support us with your child's education by ensuring that they are in school every day.

If parents/carers still want to request a leave of absence from school, it must be in writing and must be submitted to school 4 weeks in advance. Where the leave of absence is over 6 days (even if not consecutive days) each parent/carer will be liable to receive a fixed penalty notice (£60). If not paid within 21 days this increased to £120.

### **What can parents/carers expect from North Worcester Primary:**

- Playground gates open at 8:20am
- School day starts promptly at 8:30am
- School will contact parents/carers if notification of reason for absence is not received by 9:30am. Where there is an extended period of absence due to illness, School may request medical evidence of illness..
- Home visits will be carried out where we are unable to make contact by phone or email by 10am
- Class attendance will be shared weekly on the school newsletter
- Class attendance will be celebrated and displayed in school each week
- Best class attendance will receive end of year recognition
- Work in partnership with the Trust's Attendance Officer and the Local Authority Education Welfare Service
- Children and families with poor attendance will be supported in school to ensure attendance improves through Attendance Support Plans and meetings.
- We will off additional support when exceptional circumstances affect a child's attendance.

**We are committed to working towards to goal of 100% attendance for all children at North Worcester Primary**

### **Forward Planning:**

We will ensure that our school website is kept up to date with all the terms dates for at least 12 months in advance, therefore there should be no reason why holidays are accidentally booked in term time.

In total there are 13 weeks in the year when school is closed, giving plenty of opportunity for family holidays. In addition, we do try to add our training days (TEDs) onto school holiday periods to enable families to go away a day before the official holidays start. We fully appreciate and understand that there are financial implications for families, but please don't underestimate the huge learning implications that time off school has on your child.

### **Attendance Policy:**

A copy of our latest Attendance Policy is on the school website for you to view. The updated policy outlines the responsibilities of school, parents/carers and children in relation to attendance and punctuality. This includes information about how we as a school monitor attendance, the different types of absence, persistent absence, lateness and fixed penalty notices for irregular attendance and leave of absence.

**Impact of Absence on a child's attendance** (by the end of each academic year)

Number of Days Absent	% Attendance	Attendance Rating
0 days	100%	Outstanding
1 days	99.5%	Outstanding
2 days	99%	Outstanding
3 days	98.5%	Outstanding
4 days	98%	Outstanding
5 days = (1 week)	97.5%	Good
10 days = (2 weeks)	94.5%	Poor (Possible Fine/legal action)
15 days = (3 weeks)	92.5%	Poor (Possible Fine/legal action)
20 days = (4 weeks)	90%	Persistent Absenteeism (Fine/legal action)
25 days = (5 weeks)	87.5%	Persistent Absenteeism (Fine/legal action)
30 days = (6 weeks)	85%	Persistent Absenteeism (Fine/legal action)
35 days = (7 weeks)	82.5%	Persistent Absenteeism (Fine/legal action)

**Punctuality:**

As with absences, a child who is late for school will lose opportunities to learn. At North Worcester Primary school starts promptly at 8:30am and as soon as children enter the classroom their learning begins. A few minutes late each day quickly adds up to significant amounts of time and lost learning.

Children arriving after 8:30am must come into school via the Office. Schools are required to record the time of arrival and the reason for lateness.

Lateness will be classed as unauthorised absence where a child is more than 25 minutes late. This will affect a child's attendance record.

Where punctuality is a concern children and their families will be supported in school to ensure punctuality improves through Attendance Support Plans and meeting. .

