

# Stratford Rural Schools' Federation



## ATTENDANCE – POLICY ON A PAGE FOR PARENTS September 2022

**\*\*\*This is a summary of our federation policy – please do read the full document for additional detail\*\*\***

***KEY MESSAGE 1: Regular attendance at school means that children are more likely to achieve well and make good progress.***

Our schools have high expectations for excellent attendance for all our pupils and are committed to our ethos which values attendance. We believe that working in a positive partnership with parents is key to achieving this aim.

***KEY MESSAGE 2: Promoting excellent attendance is everyone's responsibility.***

***Parents and Families will:***

- Help children to arrive on time at school every day, ready to learn, and with the right equipment
- Ensure that children attend school every day unless they are too ill
- Talk to the school if there are barriers to good attendance and work with the school to make improvements

***KEY MESSAGE 3: Being on time for school is really important.***

We concentrate on the key skills such as literacy and numeracy at the beginning of the school day and children who arrive late can miss important learning.

**Schools are open from 8.45am and finish at 3.15pm.**

***KEY MESSAGE 4: By law we have to record all pupil absences and the reasons for absence. This includes whether any absences are authorised or unauthorised.***

We keep an attendance register which is taken at the start of the morning and afternoon sessions. This also has to record whether a child's absence has been authorised by the school.

- Parents please report absence by 9am each day giving a reason. We will call you if your child is not in school but we have had no contact.
- Once your child starts to feel better they should return to school. Schools are able to administer medication in school – parents will need to complete a permission form.
- In cases of longer-term health issues which may affect attendance we will need to complete a care plan with input from medical professionals.

- Routine dental and medical appointments should be made outside school hours where possible.

**KEY MESSAGE 5: Any absences on school days which are not due to illness are a Leave of Absence and should be applied for at least 4 weeks in advance.**

Parents MUST complete a Leave of Absence form for all absences that are not health-related. Leave of Absence requests for holidays are unlikely to be authorised and will be referred to the local authority for consideration of a fixed penalty notice.

Absences not requested in advance will be unauthorised and referred.

**KEY MESSAGE 6: We expect all our children to have good or outstanding attendance across the school year and to arrive on time for school each day.**

Where a child’s attendance or punctuality starts to cause concern, we will instigate the following procedures:

<b>98-100%</b>	<p><b>Excellent</b> Children are accessing all learning opportunities. 0-4 days absent over the year.</p>	Praise and rewards in class.
<b>95-97%</b>	<p><b>Good</b> Very few learning opportunities are missed. 5- 9 days absent over the year</p>	Classteachers have informal conversations with parents and children (if appropriate). Praise and reward for improved attendance.
<b>92 - 94%</b>	<p><b>Causing concern</b> Risk of underachievement. Up to 10 school days absent over the year.</p>	Letter from school expressing concern and offering support to families. Monitor moving forwards.
<b>90-91%</b>	<p><b>Poor attendance</b> High risk of underachievement Up to 15 school days absent over the year.</p>	If no improvement, school will write to invite families to attend a meeting. School will instigate formal support, which may be an Early Help assessment.
<b>85-90%</b>	<p><b>Persistent absence</b> Severe risk of underachievement Up to 19 school days absent over the year.</p>	If no improvement, school will start a formal 6 week Attendance Action Plan.
<b>&lt;85%</b>	<p><b>Chronic absence</b> Achievement severely affected by high absence. Upwards of 22 school days absent over the year.</p>	If no improvement, school will make a referral to the Local Authority to issue a Fixed Penalty Notice.