



Edleston Primary School  
Denver Avenue  
Crewe  
CW2 7PX  
01270 910325

### **Attendance Policy.**

September 2022. This has been updated after the significant impact that COVID [school closures] has had on the education of our children.

We expect our children to attend every day that the school is open. Our aim is to keep our children safe, healthy and successful. Safeguarding our children is a priority of the school.

A child registered at a school can legally miss school when:

- they're too ill to go to school
- the school has authorised the absence beforehand

If your child is missing school without good reason, school and the Local Authority have the right to find out why. If your child is absent for more than 3 consecutive days medical evidence may be requested to support the absence.

### **PROCEDURES**

Doors open at 8.35 and the register is taken at 8.45. School closes at 3.15.

The register is closed at 8.55. If a child comes after the start of registration [8.45] but before close of registration [8.55] they will receive a late mark, which does not affect their attendance. If a child comes after registers have closed [8.55], they will receive a U mark and this will count as an unauthorised absence. **If a child has 8 unauthorised absences in any two half terms then the family may be issued with a fixed penalty notice.**

If you require a leave of absence for your child you must fill in a leave of learning form, which can be found outside the school office. We only grant leave of absence in exceptional circumstances. We expect all parents to book holidays in school holiday time.

Please dojo Mrs Green or call the office on 01270 910325 if your child is going to be absent from school. Please do this every day that they are absent.

Please contact Mrs Bagni for any queries over absence, either in person, on dojo or via email which is [head@edleston.cheshire.sch.uk](mailto:head@edleston.cheshire.sch.uk)

A member of staff will always be at the front gate to meet and greet our pupils. This gate will be locked at 8.45 every morning. If you come after the bell at 8.45 you will be asked to fill in the late book.

If we are concerned about a child's attendance we may ask for help from external agencies, such as a family support worker, the early help team, an attendance officer or a social worker.

## **EXPECTATIONS**

Good attendance is essential as children who miss school frequently fall behind with their work and this in turn affects their future. Going to school, not only helps a child academically, it also helps your child to develop friendships, social skills, team values, life skills, resilience, cultural awareness and a career pathway.

### WHAT HAPPENS IF MY CHILD ATTENDS WELL?

- They will access all their learning opportunities.
- We give rewards on a weekly, monthly and termly basis.
- Children with 100% attendance will be given a reward at the end of each term, and will be in a prize draw for a prize every week in class.
- Classes with the best attendance each week will get an extra play on a Friday.

### WHAT HAPPENS IF MY CHILD DOESN'T ATTEND WELL?

- If your child's attendance falls below 95% we will send you an initial warning letter, as they are starting to miss some key learning opportunities. Your child will have a weekly check in with the headteacher to discuss their attendance.
- If attendance falls to 92% a second warning letter is sent and parents are asked to bring in medical evidence for the mark to be authorised.
- If your child's attendance is 91% or below you will be asked to come to school to meet with the headteacher and either a Governor or an attendance officer. An attendance plan will then be drawn up between the family and the school. A family support worker may be requested.
- If your child's attendance falls below 90% school may request a fixed penalty notice from the local authority.
- If your child is consistently late, we will work with you to ensure that we can support with getting your child to school on time.

0-10 days off a year	95%-100%	Excellent. Children are accessing all learning opportunities.	Awards are given to the children
11-15 days off a year	92%-94%	Risk of underachievement.	Initial warning letter sent to parents. Weekly check in with the child and the headteacher. If it falls to 92% then a second letter is sent requesting medical evidence for the mark to be authorised.
16-18 days off a year	87%-91%	Severe risk of under achievement	Meeting with parents and headteacher plus a representative from either the Governing Body or an attendance officer. An attendance plan is drawn up between the family [including the child] and school.  A family support worker is requested.
19+ days off a year	Under 90%	Extreme risk of underachievement.	The LA may issue a fixed penalty notice, which is £60 per parent per child.

You can help prevent your child missing school by:

- having a routine from an early age and sticking to it
- making sure your child understands the importance of good attendance and punctuality
- making sure they understand the possible implications for themselves and you as a parent if they don't go to school
- taking an interest in their education - ask about school work and encourage them to get involved in school activities
- discussing any problems, they may have at school and letting their teacher or headteacher know about anything that is causing concern
- not letting them take time off school for minor ailments or holidays during term time

To avoid disrupting your child's education, you should arrange (as far as possible), appointments and outings:

- after school hours
- at weekends
- during school holidays

We want to work with families and offer support to help get our children back into school every day. If you have any worries about school attendance [including punctuality] please see Mrs Bagni.

Attached information

Appendix 1. Contract template for meetings.

Appendix 2. leave of absence request form.

<b>Attendance Contract template at Edleston Primary School</b>	
<b>Date / time of meeting</b>	
<b>Venue</b>	
<b>Pupil name</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Present at meeting</b>	
<b>Action /s agreed</b>	<p><i>Pupil will arrive by 8.40 each day</i>  <i>Parents will inform the school on the first day of sickness absence</i>  <i>Parents will provide medical evidence for every sickness absence the pupil may incur</i>  <i>Any other-</i></p>
<b>Are there any issues preventing the pupil attending school?</b>	
<b>Attendance target for the rest of the half term/term</b>	
<b>Attendance target for the end of the school year</b>	
<b>Date for review meeting</b>	
<p><b>I can confirm that this Attendance Action Plan was agreed by all present.</b>  <b>Signed</b></p>	
<b>Parent / Carer</b>	
<b>Pupil [if appropriate]</b>	
<b>School representative</b>	
<b>Other agencies</b>	

## REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head teacher and the Governing Body will determine whether the parent's reasons for requesting leave of absence in term time amount to exceptional circumstances.

**TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

<b>Penalties for unauthorised absence</b>		
<b>Timeline</b>	<b>One child</b>	<b>Two children</b>
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

