

# Attendance Policy

## Lemington Riverside Primary School



Approved by:	The Governing Body	Date: September 2020
Last reviewed on:	September 2020	
Next review due by:	September 2021	



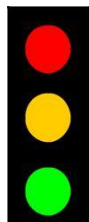
## LEMINGTON RIVERSIDE PRIMARY SCHOOL

### ATTENDANCE POLICY- 2020/2021

**The Government expects all children to have at least 96.1% attendance.  
Lemington Riverside is aiming for 97%.**

#### **As a school / Governing Body we aim to:**

- Improve attendance and punctuality of all our pupils
- Celebrate good attendance of 95% to 100%
- Reduce Persistent absence (under 90%)
- Ensure all parents and pupils are aware of the importance of regular attendance
- Operate the traffic light system of:



Red – Danger Zone - **Below 90%**

Amber – At Risk Zone – **90% - 94%**

Green Zone – Safety Zone – **95% - 100%**

#### **Good attendance is important because:**

- There is a direct link between poor & persistent nonattendance and underachievement
- Regular attenders make better progress, both socially and academically
- Regular attenders adapt well to school routines
- Regular attenders enjoy learning

#### **As a parent you can help us by:**

- Ringing the school office on the first morning of all absences with the reason and saying when you expect the child to return
- Arranging dental and medical appointments out of school hours or during school holidays
- Providing evidence of medical appointments
- Keeping us updated by telephone, letter or email if your child has had an extended period of absence due to illness
- Agreeing to bring your child to school daily and on time (as per home school agreement)

#### **For the safeguarding of our children we will:**

- Close registers at 9.15am
- Contact parents by phone at 10:15am if your child is absent without reason.
- If unable to make contact, we aim to telephone again by 11:30am.
- If still unable to obtain contact, a referral will be made to Newcastle City Council Attendance service who may call at your home.

Any absence of **over 3 days** will be investigated by the school and attendance service

- Challenge reasons for absence and when your child is expected to return
- Send out letters for any unexplained absences on a regular basis
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus and home school agreements
- Reward good attendance through weekly assemblies and issue certificates /postcards at the end of each term / academic year for 100% attendance
- Publish your child's attendance rate on his/her termly and annual report
- Let you know if we have concerns regarding your child's attendance
- Monitor any child's attendance under 92% who is causing us concern with a view to implementing a Parental Contract with the aim of improving attendance
- Operate the Red, Amber Green traffic light system
- Escalate our interventions by:
  1. Internal monitoring (4-week period)
  2. Parental contract
  3. Legal Monitoring
  4. Legal fines

The school will follow the guidelines laid down by the Department for Education within the School Attendance Guide (Nov 2016).

#### **Authorised Absence:**

Some absences are unavoidable and are known as 'authorised absences'. For example if a child is ill, family bereavement, religious observance.

#### **Unauthorised Absence:**

There are times when children are absent for reasons, which are not permitted. These are known as 'unauthorised absences'. For example: going for a family day out, because it is your child's birthday, holidays in term time, when there is no explanation for the absence or where the reason or explanation is considered unsatisfactory. The school will investigate sibling absences both within and outside our school.

Unauthorised absences have to be reported to the Local Authority. Any child with attendance less than 85% will be referred for legal monitoring. The School Attendance officer may contact you and consider taking legal action against you if your child has unauthorised absences.

**Covid 19:** All absences related to Covid-19 symptoms, self-isolation, shielding and confirmed cases will be authorised.

#### **Punctuality**

- School begins at 9:00am. The doors will be open between 8:45am and will close at 9.00am prompt. Any access after this will be classed as your child being late for school.
- School will monitor late marks over a 4-week period
- It is important to be on time as the first few minutes of the day are often used to give out instructions or organise schoolwork for the rest of the day.
- We will let you know if we have concerns about your child's punctuality.

- Referrals will be made to the Attendance Service for legal monitoring
- It is also essential that you collect your child from school at the agreed pick up times (Y1 – 6 3:15pm (2:15pm Friday), Nursery 2:45pm (1:45pm Friday), Reception 3:00pm (2:00pm Friday). The school provides a free child-care service until 3:15pm for all children on a Friday.

### **Holidays in term time:**

From September 2013 schools are no longer able to authorise holidays during term time.

- Parents must inform the school in writing in advance if they intend to take their child out of school for a holiday by completing a holiday form which is available at the main office. This will be recorded as a 'holiday not agreed'.
- If parents take their children out of school for a holiday without informing the school in advance this will be recorded as an 'unauthorised absence' and reported to the LA in line with the unauthorised absence guidelines. You may also receive a visit from the Schools Attendance Officer and/or a fixed penalty fine of £60 per child.
- We understand term time holidays are cheaper than those in the school holidays; to support families we have now put two additional staff training days on the end of the Whit Half Term holiday – this means families can take a Monday-Monday or Tuesday-Tuesday break at significantly cheaper cost.

Copies of this policy are available in other formats and languages upon request.

Parents can report any concerns to the Headteacher or Chair of Governors:

**Mr. C Heeley – Head Teacher**

**Mr. Robert Wilson – Chair of Governors**