



# Attendance Policy

Review Date September 2024

## **Friskney All Saints Mission Statement and Vision**

### **‘Trust Shows The Way’**

Our small rural school welcomes and includes everyone as a child of God. We recognise that every person has value and deserves the best we can give. Our education **explores old and new horizons**, and strives to **deliver a rigorous curriculum of excellence** so that each person is empowered to **realise their gifts** to the full. We offer challenge, support and loving commitment so that each person can engage in the world with resilience, hope and wisdom. We have faith in God and faith in each other.

**“Show me the way I should go, for to you I entrust my life.”**

**Psalms 143.8**

Our Vision is underpinned by our school values of Love, Trust, Kindness, Hope and Respect:

**Exploring Old and New Horizons - Respect**

**Striving for Excellence – Hope, Trust**

**Realising our Gifts – Love, Kindness**

### **Rationale**

Friskney All Saints C of E primary aims to maximise attendance rates in order to ensure that all students are able to take full advantage of the learning experiences available to them and to enable each student to **‘Realise their gifts’**.

### **Statutory Framework**

Under section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone call from a parent/carer does not, in itself, authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised.

### **Rights and Responsibilities**

Improving attendance at Friskney All Saints C of E Primary is the responsibility of everyone in the school community – pupils, parents/carers and all staff.

### **Friskney All Saints C of E Primary:**

- Expects pupils to attend school regularly and on time and in a fit condition to learn.
- Will encourage good attendance via weekly class updates on the newsletter, via the traffic light system, and will investigate all absenteeism.
- Staff will set good examples in matters of attendance and punctuality.
- Will work closely with pupils and parents/carers should attendance/punctuality give cause for concern.

### **Parents/Carers**

- Are responsible for ensuring their child's regular and punctual attendance
- Are responsible for ensuring that their child is properly dressed in full school uniform in a fit condition to learn.
- Must be aware that if school do not receive notification of absence, it will be classified as unauthorised and you could risk facing a Fixed Penalty Notice.
- Can expect the school to keep them informed of their child's attendance and punctuality.

### **Pupils**

- Will ensure that they attend school regularly and on time.
- Will be listened to and respected.
- Who experience attendance difficulties will be offered prompt and sympathetic support in liaison with our EWO and via our traffic light system.
- Who have 100% attendance for a full term will receive a certificate in celebration assemblies.

### **School**

- Staff will endeavour to encourage good attendance and punctuality through personal example.
- Attendance is the responsibility of all school staff.

### **Absence is authorised if:**

- The pupil is ill.
- The pupil has a dental or medical appointment - half a day only will be authorised.
- The pupil was absent 'with leave' - granted by the Executive Headteacher or the Head of School.
- The absence occurred on a day set aside for religious observance.
- There is bereavement in the family.

### **Absence is unauthorised if:**

- No explanation is received by school after the 'Procedures for explaining absence' have been followed – see below.
- The school is dissatisfied with the explanations given.
- The pupil stays at home to look after siblings.
- The pupil is shopping during school hours.
- The pupil is absent for unacceptable occasions eg birthdays, hair cuts etc...
- Parent/carers is ill.
- **A Fixed Penalty notice can be issued after 20 unauthorised sessions (10 days)**

### **Procedure for explaining absence:**

1. Parent/Carer must telephone or call at school office on first day of absence before 8:30 am.

2. If a telephone call or explanation of absence is not received on the first day of absence, the child's main carer will receive a telephone call from the school office asking for a reason for absence.
3. If no contact made in 1 or 2 above, school must receive a letter explaining the absence.
4. If absence is longer than 5 continuous days a letter of explanation must be sent into school.
5. If no letter of explanation is received, a letter will be sent from school requesting an explanation, this must be completed and returned to school.

#### **Procedures for going 'Out of School' (doctors, dentist etc)**

- Parent/Carer informs the school office and shows appointment card/letter.

#### **TRAFFIC LIGHTS ATTENDANCE ZONES**

Green Above 96%

Amber 90% to 96%

Red Below 90%

#### **Initial advice of attendance zones**

Each pupil will receive a letter informing them of their attendance zone at the end of each term.

If a pupil's attendance is in the Red Zone, a letter will be sent home explaining that their attendance will be monitored closely – see below under 'Continued absenteeism'.

Pupils who start mid-term will receive a letter informing them of their attendance zone at the end of their first term.

#### **Continued absenteeism**

Pupils who fail to improve their percentage attendance or who are in the Red and Amber Zones will be investigated using the following strategies:

- Monitoring by the Executive Headteacher/ Head of School & Office Staff
- Invitation to parent/carers to attend Attendance Panel Meeting for discussion of attendance history
- Non attendance of Panel Meeting, parent/carers will be invited to a 2nd Panel Meeting
- Non attendance at 2nd Panel Meeting may lead to legal proceedings through EWO

#### **Acknowledging improving or excellent attendance**

Letters will be given out at the end of each term to those pupils maintaining excellent attendance ie in the Green zone or those who have moved up, to the Amber or the Green Zone.

100% Attendance certificates will be awarded to children for a full term when they have attended school every day during that term.

#### **Holidays in Term Time**

Parents and carers should be aware that no holidays during term time are permitted!