

ATTENDANCE AND PUNCTUALITY

At Reedley Primary School, we believe that all students are only able to achieve their potential if they attend school punctually and avoid missing lessons. We expect students to achieve 96% attendance or above, ideally 100%, and perfect punctuality. Individual student records prove that this is achievable.

What constitutes good attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. We grade attendance as follows:-

- 🌐 100% = excellent attendance.
- 🌐 98% = very good attendance.
- 🌐 96% = good attendance.

Each year, a number of students in every year group achieve 100% attendance, showing that this is an achievable target. In addition, a number of children have achieved this level of attendance in successive years. Children who do achieve 100% attendance will receive a gold badge at the end of the school year. Children who achieve attendance of 96% or above will receive a coloured badge at the end of the school year.

Attendance figures below 90% are of real concern. Consider the following examples:-

- 🌐 90% is the equivalent to missing **one day per fortnight**
- 🌐 80% is the equivalent to missing **one day per week**

Good attendance contributes to:

- 🌐 Personal and social development.
- 🌐 Continuity of learning making retention and progression easier.
- 🌐 Success in tests and examinations.
- 🌐 Good references for secondary education.
- 🌐 A reputation for reliability.

What does the school do to encourage good attendance?

- 🌐 Class competitions and rewards.
- 🌐 Individual rewards for students with good and excellent attendance records.
- 🌐 Regular attendance information sent to parents / carers to assist them in monitoring their child's attendance.
- 🌐 Regular promotion of good attendance in assemblies, the newsletter, and the school website.
- 🌐 Regular reports to governors.
- 🌐 Computerised registration system which is monitored.
- 🌐 A member of the office staff dedicated to the administration of attendance.
- 🌐 Contact with parents / carers when students are absent or late.
- 🌐 Support for students and parents / carers where attendance difficulties are emerging.

Parents/carers make a vital contribution to their child's attendance by:

- Supporting their child in achieving 100% attendance.
- Monitoring their child's attendance by checking the report which is sent home termly.
- Avoiding dental / medical appointments during school time.
- Ensuring their child arrives punctually at school.
- Encouraging their child to catch up on work missed through absence.
- Informing the school in the morning if their child will be absent and why they are absent.
- Taking vacations during school holidays and NOT in term time.

The school has a responsibility to:

- Record daily, students' attendance and punctuality.
- Provide attendance and punctuality percentages to families, governors and the Local Authority.
- Monitor all attendance and punctuality.
- Share concerns about attendance and punctuality with parents / carers and the school's attendance team.
- Decide whether to authorise student absence from school (see below).
- Set attendance targets.

Authorising Absence

Only the school can authorise absence. Government guidelines are specific and allow the school to authorise the following:

- Medical appointments, not dental check-ups.
- Student illness.
- Religious observance where applicable (up to one day).
- Family bereavement authorised for up to three days.

Examples of absence which have not been authorised in the past include:

- Shopping trips.
- Haircuts.
- "Looking after" brother / sister, cat / dog.
- Visiting an elderly relative etc.
- Arrival after the close of the register (9.30am).
- Truancy.
- Day trips.
- Holidays taken during term time, including going to weddings.
- Days off to celebrate birthdays.

Unauthorised Absence Fixed Penalty Notices

If a child has ten school sessions (i.e., five school days) lost through unauthorised absence, Lancashire County Council can serve parents / carers with a Fixed Penalty Notice (a fine). The school refers parents / carers who remove their child for a holiday to Lancashire County Council for the issuing of a Fixed Penalty Notice. The fine is £120 per parent per child, which

is reduced to £60 per parent per child if it is paid within twenty-one days of receipt of a Penalty Notice.

Mrs Walton
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