



School Attendance Policy

“Every school day counts!”

What is good attendance and why is it importance to us?

Good attendance means your children are:

- Safe
- Healthy
- Successful in their learning

Although being absent from school cannot always be helped as we all become ill from time to time. However, the table below shows you exactly how much learning your child could be missing.

365 days in a year	190 school days in total	Absence	Number of lessons missed
100% Attendance	190 Days	0	0
95% Attendance	180 Days	2 Weeks	50
90% Attendance	171 Days	4 Weeks	100
85% Attendance	161 Days	6 Weeks	150
80% Attendance	152 Days	More than half a term	200
70% Attendance	133 Days	11.5 Weeks	290

What are our daily attendance routines?

- School staff are in the playground from 8.35 a.m. to meet and greet families on arrival.
- Classroom staff meet and greet the children at 8.45 a.m. when the bell is rung so the children line up to go into school.
- The playground gate closes at 8.55 a.m. and any children arriving after this time must be taken to the main school office.
- The register opens at 8.50 a.m. and closes at 9.00 a.m.
- Children who arrive between 8.55 a.m. and 9.00 a.m. are marked as late in the register
- If your child arrives after 9.00 a.m. they will be marked with a U which is then counted as an absence in their overall attendance
- Office staff complete a register check and follow up any unexplained absences

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The school has a duty to ensure all children are safe and so we will ring home to check on unexplained absences. We will make a home visit if there is no response.

How will we celebrate attendance?

Each week those children who have received at least 97% attendance for that week will earn 5 additional Dojos which can be spent in the Dojo shop

The class with the best collective half termly attendance will receive a treat of their choosing - video and popcorn, free dress day, Forest School afternoon

A termly prize draw for all children who have achieved at least 97% attendance - the child whose name is chosen at random will receive a book voucher.

How will we track the attendance of the children?

Daily - through register checks

Weekly - % attendance for every child checked and children of concern will be highlighted and monitored closely by the office and the Senior Leadership Team.

Half termly - % attendance for every child checked and families of children whose attendance is a concern will begin the process below:

- 90% - a letter will be sent home expressing our concerns
- 89 - 85% - you will be asked to meet with Mrs Bonnelykke and a plan could be put in place to support you with ensuring your child's attendance improves
- Below 85% - A referral will be made to the Education Welfare Officer
- If attendance does not improve a Safeguarding referral may be made and / or legal action may be taken against you.

How will we ensure our work is effective?

We all want what is best for the children and we want to work in partnership with you to ensure that attendance improves long before it gets to below 85%.

- ✓ Please inform us if you are having problems getting your child to school.
- ✓ Let us know if your child is anxious or worried about something in school.
- ✓ Talk to us if you are struggling at home with behaviour in the morning or the morning routine which is impacting on getting your child to school.

We want to work with you and so we can tailor our support to your family to improve your child's school attendance.

How can you help?

- Arrive on time - the playground gate is closed at 8.55 a.m.

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- Try and make medical and dental appointments outside of school hours
- Ensure that holidays are booked during the school holidays.

What can you do if your child is unwell?

- Decide whether your child is well enough to attend school and 'see how they go'
- If they are too unwell to attend school e.g. they have a high temperature or they have an infectious illness such as vomiting and / or diarrhoea please contact the school office on 01359 250225, or email admin@stanton.suffolk.sch.uk

Your child must stay off school until 48 hours from their last bout of sickness or diarrhoea.

What to do if your child has an unavoidable medical appointment?

We understand that certain appointments during school time are unavoidable. If you need to take your child to an appointment during school hours you will need to bring proof of the appointment to the school office. These appointments will be authorised.

Unauthorised Absences

From September 2022 penalty notices will be issued to all parents who choose to withdraw their child from learning for more than **four days in term time**. A 'Withdrawal from Learning' form (Appendix 1) must be requested from the school office.

This will also happen if we are told the children are ill and subsequently find out that they have been on holiday.

Together we can give the children the best chance in life and support them to develop an excellent attitude to learning and a responsible attitude to attendance in readiness for the future.





Withdrawal from Learning Form

Every school day counts!

Please read the Local Authority information overleaf which explains Penalty Notices issued for unauthorised absence during term time.

For Parents to Complete

Name of child / children	
Date of birth	
Class	
Date of first day of absence	
Date of return to school	
Number of days requested	
Please state reason for absence being requested during term time	

Signature of Parent / Carer _____ Date _____

SCHOOL USE ONLY

Request for leave	Authorised / Unauthorised
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PERMISSION SLIP (To be returned to parent/carers via your child)

Name of child _____ Class _____

Number of authorised absences	
Number of unauthorised absences	
Number of late arrivals	
Request for leave	Authorised / Unauthorised

Signature of Head teacher _____ Date _____



Withdrawal from Learning Form

The law says that if children of compulsory school age are absent from school without good reason their parents or carers are committing an offence and may be prosecuted in the Magistrate's Court.

The local authority will issue penalty notices on the behalf of the headteacher where a pupil:

- has an unauthorised absence of 4 days or more during a school term.
- is persistently being late for school.
- is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school

The penalty is:

- **£60** if paid within 21 days
- **£120** if paid between 21 and 28 days

The school will consider authorising a withdrawal from learning for:

- When a family needs to spend time together during or after a crisis e.g. bereavement
- Service personnel taking compassionate leave before or after deployment - a letter of verification from the Commanding Officer is required.