



Mr D Richardson
Head Teacher

SUNNYFIELDS PRIMARY SCHOOL

Rose Crescent
Scawthorpe
Doncaster
DN5 9EW

Mr M Hobbs
Chair of Governors

SUNNY SIX



COMMUNICATE



INDEPENDENCE



RESILIENCE

Attendance Policy



CREATIVE



PROBLEM
SOLVER



TEAMWORK

October 18

Review: October 19

Headteacher _____

Attendance Governor _____

Tel: 01302 780386

Fax: 01302 783765

office@sunnyfields.doncaster.sch.uk

www.sunnyfields.doncaster.sch.uk



Respect Challenge Enquiring minds Confidence

The Legal Framework

Under The Education Act 1999, parents are responsible for ensuring that children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under this Act.

The DFE advise on School Attendance November 2013 and School Attendance Parental Responsibility Measures January 2015 has been consulted before reviewing this policy. Sunnyfields believes that good attendance is vital for all pupils if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment. The Schools Attendance Officer will regularly check the attendance of pupils and will follow up a pupils absence by contacting parents/carers. We hope that parents/carers will assist us in our work of raising attendance levels throughout the school by:

- Ensuring the regular attendance of their child
- Informing the school when their child is absent from school
- Providing a reason for their absence
- Attending any meetings about their child's attendance, where necessary

Aims

At Sunnyfields we firmly believe that all pupils benefit from regular school attendance. The aim of this guidance is to minimise the amount of time lost due to absence in order to maximise the educational potential of every pupil. This can be achieved with the support of parents/carers by ensuring absence, including holidays, is not taken during term time unless there are 'exceptional circumstances'*

At Sunnyfields, in order for an attendance record to be deemed good, it must be 96% or above:

- 100% Excellent Attendance
- 98% Very Good Attendance
- 96% Good Attendance

Each year, a number of pupils from every year group achieve 100% attendance, emphasising that it is an achievable target. Some achieve this level of attendance year upon year. Absence during term time, for any reason, interrupts a pupil's education and risks disrupting their educational progress.

- Pupils should aim for 100% attendance, The Department for Education state good attendance is 96% or better
- 90% attendance means a pupil is missing the equivalent of ½ day of education every week

- Pupils with 90% and below are classified as Persistent Absentees
- A pupil with 80% attendance all the way through school is the equivalent of missing a whole year of education

Government figures show:

- 93%+ attendance will give pupils a 73% chance of achieving 5+A*-C GCSEs or equivalent, whatever their ability
- Below 90% attendance will give pupils only a 27% chance of achieving 5+A*-C GCSEs or equivalent, whatever their ability
- 90% attendance may sound quite good but... 1 day off in 10 over 5 years equals 95 days, which is 19 weeks and equates to half a school year

Exceptional circumstances for absence will be at the discretion of the Headteacher and a pupil's attendance record will be taken into account when deciding whether or not to grant the permission for absence. Absences without permission from school will be registered as unauthorised.

School Responsibilities

The school will:

- Contact parents on the first day if there is an unexplained absence
- Consult parents if it is felt that absence is affecting progress
- Encourage punctuality and good attendance as part of safeguarding practice
- Discuss with parents any problems with attendance and punctuality
- Liaise with the LA over specific attendance issues where necessary
- Refer pupils with poor attendance to the Local Authority for additional support
- Ensure that all pupils and parents understand the issues and procedures for attendance
- Determine the correct absence code following DfE guidelines

The Headteacher and Senior Leadership Team

The SLT will:

- Ensure regular celebrations of good attendance
- Provide regular reports to the Governing Body about attendance
- Ensure the monitoring and implementation of the agreed policy and procedures
- Be available, if appropriate, for parents who may wish to discuss specific problems or in-school difficulties which their child is experiencing
- Ensure that appropriate training is provided as required on attendance

Approved: October 2018

The Governors

The Governing Body is actively engaged in promoting good attendance by supporting and encouraging pupils and teachers in their work. The Governing Body will be provided with attendance information as an indicator of overall school performance.

Representatives of the Governing Body will access appropriate training to help them to understand the duty of the school to promote regular attendance.

Class Teachers

At Sunnyfields we recognise that building a good relationship with pupils and parents is vital in promoting good attendance by:

- Ensuring that an accurate and timely register is taken mornings and afternoons
- Using the school registration system accurately to record absences with 'N' code for the Attendance Officer inputting the correct code when evidence is obtained that authorizes the absence or is coded as unauthorised
- Refer patterns of absence to the Attendance Officer
- Taking specific steps to assist children returning to school when they have been absent.

Attendance Officer

- Passing information received from parents at the school to the class teachers regularly and consistently
- Contact parents to establish where a pupil is if not in school as expected each day
- Produce the school's good attendance certificates
- Keeping an accurate register on SIMS, chase missing marks/incomplete registers
- Making routine phone calls to parents and sending out letters to parents about their child's attendance/punctuality

At Sunnyfields we believe that our pupils are able to achieve success when:

- School and family work in partnership
- Parents take an active interest in their child's work
- Parents ensure that their child attends school regularly and do not allow time off from school for unnecessary reasons
- Parents contact the school each day of absence to provide the reason for their absence
- Parents avoid taking their children on holiday during term time. If this is unavoidable a holiday request form must be completed and authorized by the school prior to the holiday
- Parents ensure that, so far as possible, any work that has been missed because of absence is completed, checking with the staff at school if necessary

- Parents attend any necessary meetings and respond as quickly as possible to any letters and information about their child's attendance

Parental Responsibilities

By law parents have a duty to educate their children by ensuring regular attendance at school or otherwise. In order to facilitate this process, parents with children at Sunnyfields are expected to:

- Inform school by telephone or text message on the morning of any absence
- Inform the school of the anticipated return date due to absence and continue to contact the school if this changes
- Ensure that their child gets to school on time
- Ensure that their child catches up on missed work to avoid 'gaps' in their knowledge
- Not take family holidays during term time (see further guidance below)
- Attend any meetings related to their child's attendance/punctuality

What will happen if my child does not attend school regularly?

- The school will contact you if they are concerned about your child's attendance to offer any support that may be required. A referral could be made to the Attendance and Pupil Welfare Service if attendance continues to be a concern
- A parent or carer can be issued with an Education Penalty Notice for any unauthorised absence including taking an unauthorised holiday in term time
- Remember that school gives your child a wide range of opportunities and experiences both academic and social allowing them to develop their interests and achieve their full potential. Failure to attend school regularly will limit a pupil's access to this

Holidays in Term Time

In line with the Government's legislation effective from 1st September 2013, no request for holidays can be authorised except in exceptional circumstances. For the school to consider exceptional circumstances the request must be put in writing together with any supporting evidence. All holidays will be classed as unauthorised, unless you receive confirmation from the school that the holiday has been authorised. Unauthorised leave of absence may be referred to the Local Authority to issue an Education Penalty Notice. When an Education Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 28 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrate Courts on the grounds that the parent/carer has failed to secure their child's regular attendance at the school. Please note that a separate Education Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

Why shouldn't I take my child on holiday during term time?

Many parents and carers think it is okay to go on holiday during term time; this has a negative effect on their children's learning and ability to achieve.