



# Attendance Policy

Bitterne Park Primary School  
Mansel Park Primary & Nursery School  
Sinclair Primary & Nursery School

**Our vision is to empower children to become architects of a better world.**

**We therefore continuously seek to evolve our holistic understanding and application of learning.**

**We hold a shared belief that this requires knowledge, effort, empathy, passion, and innovation.**

**This is our mission.**

# Attendance Policy

We encourage a high level of attendance and punctuality at our schools. Our school target is 97.6% attendance.

Regular attendance at school is vital for children's education. There is a clear link between a child's attainment and well-being and their strong levels of attendance. Unauthorised absences are followed up by the school, with 6 sessions triggering a penalty notice warning letter, ahead of a fine when 10 unauthorised absences are reached. Persistently Absent (PA) children, below 90% are followed up by the Education Welfare Officer and discussed at our termly Attendance Audits.

## **Attendance:**

Attendance is important to us. If children are not in school regularly this can hamper their academic and social progress.

Attendance is celebrated weekly as a whole school and daily in class.

Parents are supported via Mrs. Olney our Deputy Director of Vulnerable Children and SMT. It is their role is to liaise with families and offer support and challenge for them to improve their child's attendance. Weekly Attendance is tracked daily by leaders, weekly at Senior Team and forms a central element to the challenge we offer when we discuss children's provision and outcomes.

## **Attendance rewards:**

Attendance rewards are designed to motivate children to attend school and make the most of their time here. They are as follows:

If a child is in school for a week with no late marks (Monday-Friday) they will receive a raffle ticket which will be added to the weekly draw and cumulatively to end of half term draw and termly draw. Children can earn up to one raffle ticket per week.

In addition to being included in the weekly, half termly and termly grand prize draw, all children with 100% attendance at the end of the term will be invited to have cake with Senior Leaders.

Children with 100% attendance for the whole year will be rewarded with a special attendance prize at the end of summer term. Children with extenuating circumstances and medical conditions will be considered on an individual basis.

## **Illness or Medical Absence**

If your child is absent for reasons of sickness, or has a medical appointment, please let the school office know promptly by telephone or in writing. If your child has a medical appointment, we thank you for a copy of the appointment letter to be able to authorise this absence.

Guidance states that 24 hours for sickness and 48 hours for sickness and diarrhea are required for these specific illnesses.

If no reason is given, the absence will be 'unauthorised'. 10 unauthorised sessions will result in a Fixed Penalty Notice fine. We are required to keep records of all absence.

## **Other Absence, Including Holiday Absence**

If you wish to take your child out of school for any other reason you will need to complete an 'Application for leave of absence' form. This has been attached below. In line with government policy, we do not authorise leave of absence for family holidays during term time. If you take your child out of school for a holiday, you risk the local authority issuing a Fixed Penalty Notice fine or pursuing a prosecution. Fines are issued per child and per parent/carer.

The Penalty Notice will be issued by post to a pupil's home, after one warning letter. Cases of unauthorised absence include pupils caught on Truancy Sweeps, persistent late attendance after the register has closed and unauthorised holiday.

In the case of unauthorised holiday, a Penalty Notice may be issued straight away, without a warning letter.

Penalty Notices provide an alternative to prosecution under s444(1) of the Education Act 1996. Payment within 21 days of receipt of a Penalty Notice is **£60**. After this time, but within 22 to 28 calendar days, payment is **£120**. If a Penalty Notice remains unpaid after 42 days, the case will progress to Magistrates Court for the original offence of poor school attendance; this can mean a fine of up to £2,500, jail sentence up to 3 months, community orders or parenting order.

If multiple holidays are taken over a period of time, LA can request, not only a FPN fine, but can go straight to Prosecution.

Attendance is tracked daily for all children. Truancy call is sent out by 10.30am each day and all non-contact is followed up via the school office. Teachers track their class attendance and ensure it is a priority to have their children in class. Members of staff routinely call and home visit children for whom there is no contact or reason for absence. Persistent absence or 'odd days off' will be followed up by our attendance lead and Head of School.

PA children are regularly monitored with the school's attendance lead and EWO. Additionally, these children form a group who are closely monitored re progress, attainment and SEMH needs by Mrs. Olney our Deputy Director of Vulnerable Children

A summary of each pupil's attendance for the year will be given to parents with their end of year attainment letter.

**Date Policy approved by Governing body: September 2022**

**Policy Review date: September 2024**